SAMPLE INDIVIDUAL FUND DEVELOPMENT PLAN
2009 BOARD OF DIRECTORS

Organization X's current budget of $_____ consists of contributions from individuals, foundations and corporations. In order to maintain a successful fundraising program, all board members are expected to make their own personal gift and to participate in activities that will build stronger relationships with our supporters, attract new donors, and raise money.

Please complete this as your 2009 fundraising plan, by confirming your personal gift, choosing the fundraising activities you will participate in, and setting goals in those areas. Please make sure your plan is completed before or by the _____ (date) board meeting.

- *Make a personal donation*. Board members of Organization X are each expected to make an annual financial contribution. There is no minimum amount, and we ask that you consider an amount that represents a significant gift to you. To make this gift, consider pledging an amount early in the year, and making pledge payments over the course of the year.

  In 2009, I can donate: _____

  I will pay my pledge:
  ____ at one time, by _____(date)
  ____ in 4 quarterly payments
  ____ in 12 monthly payments

- *Help identify those who might support Organization X and involve them in cultivation events to gauge their level of interest in our mission*.

  I can help identify new supporters: yes___ no____

  If you already know of people who you think would like to learn more about our work, please list their names below.

  1._____
  2._____
  3._____
  4._____
  5._____

- *Participate in donor meetings*. Many of our solicitations to donors and prospects include a face-to-face meeting. Board Members play a key role in these meetings.

  I am interested in attending donor meetings: yes___ no____

  The best times for me are: morning ___
  afternoon ___
  evening ___

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- *Make thank-you calls to donors and supporters.* This involves calling donors just to say "thanks." It's not a pitch for money, but just an opportunity to thank the donors for their support, answer any questions that they may have, and learn more about the donor. You will be given information and assistance to make these thank you calls.

  I will make thank-you calls to donors and supporters: yes___ no___

- *Serve on the fund development committee.* This involves helping to plan and executive cultivation gathering and fundraising events, working with the Development Director to design an annual fundraising plan, deciding on relationship building strategies, etc.

  I will serve on the committee: yes___ no___

  I would like to learn more about the committee: yes___ no___

- *Take on one-on-one cultivation assignments with specifics donors and prospects to build a relationship between them and Organization X's.* This means you would have a short list of current supporters or potential donors whom you would contact throughout the year to invite them to our events, get together for coffee to learn more about their interest in Organization X, etc.

  I will take on cultivation assignments: yes___ no___

- *Host a cultivation gathering at your home/office.* Cultivation gatherings are used to tell potential supporters about the work of Organization X and to strengthen our relationship with current donors. These gatherings are *not* to raise money. By hosting a party, you underwrite the cost of food and drink, and open up your home/office for guests. You can also co-host with another board member.

  I am available to host a cultivation event: yes___ no___

  Best time of year: Winter_____ Spring_____ Summer____ Fall_____

- *Other relationship building activities to boost fundraising results.*

  I am also willing to help by:
  ____ Attending events, programs and activities to schmooze with guests.
  ____ Writing personal notes on fundraising letters.
  ____ Writing personal thank-you notes to donors.

- *Other ways to support fundraising.*

  I have expertise in the following areas:_____

  _____

I agree to fulfill the above-stated fundraising goals to the best of my ability.

_____ _____
Board Member Date

_____ _____
Board President Date

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