

Board Fundraising Checklist

1. Do I understand the plans and program for fundraising? _____
2. Do I fully understand and endorse the case of why someone should contribute? _____
3. Do I myself contribute to the fullest measure within my means? _____
4. Do I continually offer my additions to the mailing list? _____
5. Do I assist staff in identifying and evaluating prospects - individuals, corporations, and foundations? _____
6. Do I share in cultivating key prospects? _____
7. Do I accompany others in solicitation visits? _____
8. Do I write follow-up and acknowledgement letters? _____
9. Do I write personal notes on annual appeal letters? _____
10. Am I prepared to make a solicitation myself? _____
11. Do I do what I say I will do? _____

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