

Board Fundraising Checklist

(Please check off all appropriate boxes)

Access

- I will identify prospective supporters in my personal and professional networks
- I can contact prospects to open doors for visits by school staff
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Cultivation

- I will invite select prospects to campus tours and other school events
- I can host a house party, event, or reception for the school
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Solicitation

- I can serve as a lead volunteer in solicitation settings
- I can sign and send direct mail appeals to appropriate prospects and donors
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Stewardship

- I can write letters or make thank-you calls to donors after gifts have been made
- I can send personal updates on the school through electronic mail
- Other: _____
- Other: _____
- Other: _____
- Other: _____