

SAMPLE BOARD DIRECTOR COMMITMENT SHEET

These items should only be considered as examples. Your list should be populated with items that are essential to the most expeditious achievement of your mission.

Name: _____

Date: _____

Thank you for your dedication to _____ and especially for your work to help raise awareness and funds for the organization. Please check the following activities to which you will commit during the year:

- _____ 1. Assist in making an appointment for staff with a major gifts prospect.
- _____ 2. Assist in the cultivation and/or solicitation of a major gifts prospect.
- _____ 3. Buy _____ ticket(s) or _____ table(s) for the _____.
- _____ 4. Secure _____ donated items for _____.
- _____ 5. Sponsor _____ for the _____.
- _____ 6. Add _____ new names to the mailing list.
- _____ 7. Send out _____ newsletters with a personal note to friends and colleagues who are not familiar with our organization, and provide those names and contact information to development staff.
- _____ 8. Make _____ thank-you calls to donors as requested by staff.
- _____ 9. Hold an organizational awareness event in my home, or hold another function to benefit the organization and build awareness.
- _____ 10. Make a gift to the Annual Giving Society of \$ _____.
- _____ 11. Bring _____ prospect(s) for a tour of the organization.
- _____ 12. Suggest foundation(s) where I have a contact for possible grants.
- _____ 13. Bring the CEO and/or development director to a community event as my guest(s).
- _____ 14. Include the organization in my estate plans.

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- _____ 15. Attend a workshop or some other type of continuing education on fund raising and board development.

- _____ 16. Help create or review gift acceptance and donor recognition policies.

- _____ 17. Join the speaker's bureau.

- _____ 18. Add the organization's website as a link to my signature information for email, and on my letterhead.

- _____ 19. Attend board retreats.

- _____ 20. Work on updating and reorganizing the board orientation process.

- _____ 21. Be on the lookout all year long for potential board members who could add value to our board.

- _____ 22. Learn how to advocate for our organization's mission on a political level.

- _____ 23. Other:

Add your ideas for other action steps that are specific to your organization:

- _____ 24. _____

- _____ 25. _____

- _____ 26. _____

- _____ 27. _____

Signature

Thank you. Please return the completed form to: _____

Includes information generously shared by SOS Children's Village of Florida