

Who Does What? Roles of Board, Staff and Volunteers in Fundraising

Use the following chart to indicate who does what in your organization, and where you'd like to see an increase in board and volunteer involvement. Check as many boxes as apply. There are no strict rules about who should do what, but your goal should be to expand the pool of people in your organization who participate in fundraising activities.

Task	Board	Staff	Volunteer	No one yet	Changes Proposed
Develop fundraising plan					
Prepare solicitation materials					
Make a financial contribution					
Write fundraising appeals					
Identify potential supporters					
Ask for money					
Organize special events					
Participate in special events (eg sell tickets, find sponsors)					
Keep in touch with donors					
Research foundation prospects					
Write grant proposals					
Send thank you letters					
Make thank you calls					
Keep records (eg, maintain database)					
Other: _____					
Other: _____					