

Fundraising Orientation Packet

1. Board of Directors list with affiliations
2. Staff list with job titles
3. Case statement
4. Suggested script
5. Hard-to-answer questions
6. Sample letter
7. Budget—current and projected
8. Most recent financial statement
9. Gift range chart for your campaign
10. List of recent organizational accomplishments
11. Organizational materials—brochure, annual report, etc.
12. Recent newspaper articles
13. Prospect/donor forms
14. Stationery, response envelopes, thank you notes, etc.