

## Board of Directors: Fundraising Commitment Breakdown

MONTH	Board Activity	Est Time (min)
Annual	Participate in RSSI Annual Fund	10
Monthly	Refer potential supporters to Development staff	15
	Facilitate meetings between RSSI staff and potential donors	
	Make introductions as needed	30
	Share information about RSSI via social media	10
	Facilitate connections to corporate sponsors.	
At Board mtgs	Review and provide feedback re: development	30
January	Review and approve Give/Get policy	15
	Review and approve Annual Fundraising Plan	15
February	Provide feedback on corporate donors list (connections, etc)	15-30
	<b>Gala Committee: Kick off meeting (theme, location, and other ideas)</b>	2 hrs
April	Help outreach for Spring event	30 min
	Begin development of "Social Influencers" list (benefit goes to target)	30 min
June	<b>Gala Committee: Decisions about theme/location/logo/design/prices</b>	1-2 hrs
	Identify donors/supporters for "Ride Along" event	30 min
July	<b>Gala Committee: Approve final designs for STD/invite</b>	30 min
	Provide invite lists to RSSI re: Annual event	30 min
August	<b>Gala Committee: 2nd check in meeting</b>	2 hrs
	Publicize and share fall fundraising mini-drive	30 min
September	Send out STD to your lists (optional)	1 hr
October	Share information about RSSI annual event	15 min
	Help collect donations for auction items	1-2 hrs
	<b>Gala Committee: Final meeting</b>	2 hrs
November	Attend RSSI Benefit	4 hrs
December	Share information about EOY campaign	30 min
	Send EOY letters to your contacts	1 hr