

## SAMPLE DONOR THANK YOU EMAIL

Dear XX,

As a board member of XX, I was delighted to learn of your recent gift to us. You have helped [provide a summary of your organization's accomplishments this year—keep the focus on those you served ,not you!]. We can't do the work we do without you. On behalf of [insert the beneficiaries or people you serve], please know how grateful we are to count you as one of our donors.

If you are interested in learning more about XX or seeing our work firsthand, please do not hesitate to contact XX.

Sincerely,

XX

## SAMPLE BOARD FUNDRAISING EXPECTATIONS

<Organization> Board of Directors

Individual Fundraising Plan

Please complete this form as your FYXXXX fundraising plan by confirming your personal gift, choosing the donor development activities you will participate in, and setting goals in those areas. It is important that each board member commits to at least one donor development activity.

### **My Financial Investment in <ORGANIZATION>**

Board members of <Organization> are each expected to make an annual gift in an amount that is personally significant to them. Gifts may be pledged and paid over monthly or quarterly installments throughout the fiscal year, paid by gifts of appreciated securities, or to include matching gifts from your employer.

My personal donation for FYXXX: \$\_\_\_\_\_

My company will match this amount: \$\_\_\_\_\_