Action Items for Fund Development Committee 2016

To be included in each agenda for the Fund Development Committee   Revised 8/21/2016

1. **Create Annual Report**

   Who- Heidi and staff
   What:-
   - Use information from the POP report to create a professional annual report to be used for Fund Raising
   - Thanking current/previous donors

   When:
   - Report to be created 9/1/16
   - Finalized to printing by 9/15/16
   - Distribute by 9/26/16

2. **Update Laundry Donors regarding status of the project**

   Who – Heidi and Staff
   What –
   - Create letter updating all donors of $1000 and above regarding the success and progress of the laundry by 8/31/16
   - Also advise in the letter the current growth may require additional equipment.

   When –
   - Letter to be finalized by 9/9/16
   - Mailed (along with an Annual Report) by 9/26/2016

3. **Send out annual appeal letter**

   Who – Heidi/staff and Fund Development Committee
   When –
   - Create letter by 9/1/16.
   - Obtain mailing costs by 9/1/16.
   - Letters to go out by 11/4/16. Thank you letters to all donors are to be personally signed by Heidi and sent out as funds arrive.
   - Track responses through 1/31/2017

4. **Timeline/Calendar for Fund Development projects/objectives**

   Who-Heidi/staff and Fund Development Committee
   What- Create timeline for Fund Development projects that includes:
   - When specific items need to be completed
   - Identify who is responsible for assuring it is completed

   When-Develop for each event as project progresses
   - Golf tournament timeline due by 9/1/16
   - Starlight stroll timeline due by 12/1/16
   - Annual appeal letter timeline due by 11/1/16
   - Newsletters timeline due by 12/1/16
   - Grants (list of grants usually applied for annually) 12/1/16

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5. Update Contributor list

Who-
- Heidi/staff will create a consolidated list
- Fund Development and Board will help update contributor information

When-
- Contributor list will be completed by 8/22/16 (board meeting)
- List will be distributed via email to Fund Development committee first 9/26/16 (board meeting)
- After updated, board at large can help to update rest of list 10/24/16 (board meeting)