

Prospect Name: _____

Company (if appropriate): _____

Address: _____

City: State: Zip: _____

Contact Person(s): _____ Phone: _____

Prospect for (please check all that apply):

- Sponsorship Major Gift Board of Directors
 Planned/Estate Gift Specific Program: _____
 Special Project: _____

Notes/Information: _____

My commitment (please check all that apply):

- I will go with you to meet with this prospect I will help set up a meeting
 Use my name when you contact them Other: _____

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Notes and Suggestions for Baca County Community Foundation

Volunteer:

The form on the reverse side is intended for your use in recommending prospective donors to the Baca County Community Foundation. This information will help us to grow and diversify our base of donors to help ensure the organization's success and vitality in the future.

Some things to consider when suggesting prospects:

- Start within your own "circle of influence" – think of those who you interact with on a regular basis, either for business or pleasure
- Don't make presumptions about their interest; we all hear stories about donors who give millions to organizations with which they have had not prior affiliation or interest. They might surprise us!
- For sponsorships, think of those who wish to promote their business or organization; sponsorships can be advertising for them
- Prospects aren't always cash donors, sometimes their wealth is in property or other assets, especially for estate and planned gifts; additionally, planned gifts can serve as an asset management tool for the donor, rather than just benefiting the organization

Completing this form:

- Please provide as much information as possible about each prospect, especially in the notes section. Include information such as:
 - How you know the prospect
 - Good times to reach them and/or preferred form of contact
 - Their likes, dislikes and other personal information, if you know it
- When considering your commitment (how you will help), remember that we all prefer to be approached by our peers and friends, rather than an "outsider" – but you will not be tasked with asking for money from this person on your own, unless that is what you feel is best!
- Please be sure to put your name and the date you provided this information in the box at the bottom of the page; the Fund Development office will complete the "Follow up" section.

Thank you for your help in securing and enhancing the future of Baca County! Your leadership is vital, and greatly appreciated!!