**Weekly Development Scorecard**

Week of October 5, 2015

**Next Week’s Tasks**

1. Submit proposal to X Foundation
2. Plan content for next month’s e-newsletter
3. Prepare for Development Committee meeting

**Accomplishments**

1. Gave a tour to a new donor and recorded in database
2. Collected a client story and photo to use in annual appeal letter
3. Researched two new donors and prepared a profile for each
4. Assigned thank you phone calls to 5 donors for board of directors to complete

**Activity Percentages**

|  |  |  |
| --- | --- | --- |
| **Goal** | **Activity** | **Actual** |
| 20% | **Thanking** | 30% |
| 30% | **Cultivating** | 20% |
| 30% | **Asking** | 10% |
| 5% | **Admin** | 10% |
| 10% | **Board** | 10% |
| 5% | **Wildcard** | 20% |

**Power Hour Calls**

1. Called to thank donors on anniversary of first gift and invite for tour (all October donors)
2. Called to thank new donors and invite for tour
3. Called top 10 major donors with quick update on their favorite project
4. Called to set up solicitation visit with November asks

**Professional Development:**

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Donor Name | FY14 | July 15 | Aug 15 | Sept 15 | Oct. Ask | Oct. Actual |
| John Smith | $10,000 | Newsletter with handwritten note | Thank you note with photo | Email update | $20,000 |  |
| Bill Jones | $7,500 | Tour | Thank you note with photo | Email update | $10,000 |  |