

Sample Board Orientation Checklist

_____ Attend 1-hour orientation session on Board Governance on Tuesday January 16, 2016 at 5:00 PM (board meeting starts at 6:00 PM)

_____ Attend 1-hour orientation session on Programs on Tuesday February 13, 2016 at 5:00 PM

_____ Attend 1-hour orientation session on Finance on Tuesday March 13, 2016 at 5:00 PM (board meeting starts at 6:00 PM)

_____ Attend 1-hour orientation session on Programs on Tuesday April 12, 2016 at 5:00 PM

_____ Shadow programs for a half day (to be scheduled with Jane Smith at 555-555-5555 or Jane@nonprofitname.org).

_____ Complete Individual Philanthropy Plan

_____ Complete Conflict of Interest Disclosure document

_____ Make first contribution to organization

_____ Solicit first gift to organization or recruit first volunteer

_____ Attend first committee meeting

_____ Make first public presentation on behalf of organization

_____ Attend first fundraising event for organization

_____ Like organization's Facebook page and follow its Twitter feed (if on Twitter)