

Campaign Volunteer Contact Report



Use this form to record your progress with your assigned campaign prospects. Indicate the date of any meetings or substantive telephone conversations you have with any prospects, the follow up or outcome and any relevant notes or comments. This sheet should be submitted to the campaign committee chair and development office liaison at our bi-weekly meetings.

Prospect Name	Phone	Date Contacted	Response	Gift Commitment	Next Appt.	Required for Follow Up	Notes/Comments
Joe Smith	xxx-555-1212	02-17-12	Yes	<ul style="list-style-type: none"> - \$25,000 - 5-year pledge - Send reminder November '12 	NA	Need to request formal pledge card	Joe loves the work we are doing and would like to be more involved. Thinks we are an asset to the community. Knows some on the bank boar who should be involved
Kathy Wells	xxx-555-1212	02-24-12	Yes	<ul style="list-style-type: none"> - \$10,000 commitment - Will pay with stock transfer by 3-31-12 	NA	Asked for copy of annual reports for records	Kathy mentioned she is on the Food Bank board through 2015.
Eli Strong	xxx-555-1212	03-12-12	No		NA		Eli supports his college, the United Way and several faith-based charities. No interest in adding another priority this year.
Mary Singh	xxx-555-1212	03-14-12	Maybe	Considering a pledge for technology in late husband's memory	4-10-12	Bring proposal for sponsorship of new technology and naming and recognition plans	Mary is interested in making a contribution that will honor Arnav's memory. She thinks technology is the right fit, but we need to find creative ways to recognize and publicize the gift. Gift size could be \$50-\$100K

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Jane O'Keefe	xxx-555-1212	03-22-12	No		NA		Jane is not interested at this time.
Nancy Li	xxx-555-1212	03-29-12	Maybe	Considering a gift	Call in 2 weeks	Obtain follow up appointment with James, Nancy and CEO	Nancy needs to discuss options with her husband James.