

Volunteer Fundraiser Training Manual



Items to Include in a Volunteer Training Manual or Packet

- [Case for Support](#) or Campaign Prospectus, especially including
 - Ways to give (funding options)
 - Campaign priorities
 - Naming opportunities
- Written [Volunteer Job Responsibilities](#)
- Campaign organization chart
- Campaign timeline
- Campaign goals broken out by committee
- [Solicitation Guide](#)
- [Privacy and Nondisclosure Agreement](#)
- Contact information and communications methods
 - Main volunteer contact with cell phone, main phone and email
 - Main development office liaison with cell phone, main phone and email
 - Private Linked In group for all volunteers to ask questions and share successes
- Glossary of terms
- The organization's [gift acceptance policy](#)
- Campaign Volunteer Contact Report Form
- Meeting schedule
- Pledge form and reply envelope for volunteers to make their leadership commitment