

DRAFT "Tool Kit" List for All Volunteers

1. Organizational fact sheet including list of programs, number of staff, number of sites, etc.
2. Organizational history highlights
3. Several copies of recent press coverage (keep current)
4. Elevator speech and sample elevator questions
5. List of program areas that benefit from unrestricted community giving and a "wish list" of other areas that could benefit
6. Financial summary: pie charts
7. Impact stories, categorized by programs to match donor interests
8. Commonly heard objections from donors paired with responses volunteers can use when confronting those objections
9. Sample letter(s) that have gone out to donors prior to a visit (if any were sent)
10. "Talking Points" about the current year's plans and goals
11. Tips for getting started with the conversation (open ended questions that will help volunteers get the conversation going)