

The Give OUT
Day Guide to
**Fundraising
Campaigns**



GIVE OUT
DAY

Table of Contents

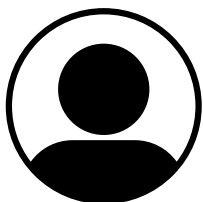
Identify Your Audience	03
Build a Story with an Answer	04
Set a Goal	06
Consider a Matching Gift	07
Identify Your Core Supporters	08
Build Your Team	09
Prepare Your Communication Plan	10
Make an Appreciation Plan	11
Sketch Out Your Plan	12
Take Care of Yourself & Your Team	13
What's Next?	14

Identify Your Audience

Let's start by thinking about who you're talking to during your campaign. Knowing your audience will help you build a unique story that captures peoples' attention and speak to their values. When we center authentic stories, we can move people to action!

While you're filling out the prompts below, think back to previous campaigns your organization has done. What worked well? What did people respond to best? Use any previous campaign information you have to help inform your current campaign!

Who is your audience? Who exactly are you talking to?



Examples: your entire donor list, recent event attendees, newsletter subscribers, monthly donors, etc.

What do they love about your mission? Why do they care?



Example: our donors care about children, education and health.

What do they respond to?
Through which communication channels have you had the most success?



Example: during previous campaigns, donors mostly gave through our GiveOUTDay.org organization page.

How do you want to make people feel?



Examples: warm, empowered, connected, generous, inspired





Build a Story with an Answer

A compelling story is the cornerstone of a strong fundraising campaign. Now that you've identified who you're talking to, the following questions will help walk through the components of building a story that your audience can get involved in.

1

What is the specific challenge or obstacle your organization is addressing?

Example: Every day, dozens of Whoville kids start their morning without a meal, jeopardizing not only their health but their ability to learn. To make matters worse, hardworking students like Sam are bullied for eating a free breakfast at school.

2

Why is it urgently important that this challenge is addressed?

Example: Kids who eat a healthy breakfast are more likely to get better grades in school, have lower rates of absenteeism, and experience better emotional health.

3

Why is your organization the one to address this issue?

Example: That's where Whoville Nutrition volunteers come in. Every week, they leave backpacks full of healthy breakfast food in the lockers of Whoville Middle School students in need. These backpacks ensure kids like Sam have the nutritious food they need to help them succeed in school.



Build a Story with an Answer

4

What does your organization need to solve the problem?

Example: With the rising costs of food, Whoville needs \$5,000 of extra funding this school year to feed every child that needs our help.

5

Make your ask!

Example: Will you donate \$100 now to help us reach our \$5,000 goal and feed more than 250 school children this year?

6

Close your story by centering the community you work with.

Example: A simple breakfast is more than just food – it's the opportunity for kids in our community to dream bigger, achieve their goals, and fulfill their utmost potential. Together, one backpack at a time, we can help students strive for a brighter future!



Set a Goal

Think of setting your campaign goal like buying a car.

This is the car you know you can afford:



But this is the car your board of directors wants you to get:



So how can you compromise and get an achievable car like this?



Getting to Your Achievable Goal

Let's say you need \$3,000 to fund your program for the year. Last year, you raised \$1,500 during Give Out Day. A goal of \$5,000 for this year's giving day might not be reasonable. Based on your past success, perhaps \$1,750 or \$2,000 is a good place to start.

No matter what amount you choose, we encourage you to keep the following in mind:

- Make it achievable and aspirational!
 - Try to find the balance between ambitious and unachievable. Setting a goal too low and hitting it early in your campaign might send the signal to donors that you don't need their help. Setting a goal too high and not hitting it might be disheartening to your supporters. Striking the right balance is important!
- Keep it relevant to your story
 - How does your goal tie in to your story? What will the money be used for?

Use the workspace below to brainstorm some ideas for your campaign goal. Think about the following:

- How much money do you need to meet your budget?
- How have previous campaigns performed? How much did you raise?
- What do you consider a realistic aspiration for this campaign?



Consider a Matching Gift

Check the items below that apply to your organization.

- ☐ We have previously used a matching gift successfully during a campaign.
- ☐ We have a relationship with an individual, foundation, or company that is willing to provide matching gift funds.
- ☐ Our board is willing to provide matching funds.
- ☐ We might have a relationship with an individual, foundation, or company that would be willing to provide matching gift funds.
- ☐ Our fundraising team has the capacity to maintain a relationship with a donor(s) if they were to make a large donation to provide a matching gift fund.
- ☐ Our fundraising team has the capacity to communicate the matching gift opportunity with our donor audience during the fundraising campaign with urgency, consistency, and a compelling story.

If you checked two or more boxes, then a matching gift might be a great tool for you!

If you did not check at least two boxes, that doesn't mean that a matching gift isn't the right strategy for you. Be sure to evaluate how much time you have before your campaign and how much capacity you have to secure the matching funds ahead of time!

Two big questions to answer for a matching gift strategy:

1

Whom will you ask to fund your matching gift pool?

2

How much will be offered as part of the matching gift pool?



Give OUT Day tip! If don't have one donor that can singlehandedly provide your matching gift fund, think about asking multiple people to pool their gifts and create a fund together!





Identify Your Core Supporters

You might have donors you know really well, new donors you're still getting to know, and donors who fall somewhere in between. Identifying which supporters are going to be the most engaged with your campaign is a major key to your fundraising success!

Consider the following categories, hot, medium, and cold, to help identify your strongest supporters.

1

Hot

Hot prospects know and understand your work. They already give in one or more ways and feel connected to your mission. Focus on maintaining and deepening your relationships with this category as they're likely to support you time-and-time again!

Examples of hot prospects: board members, monthly donors, longtime donors

2

Medium

Medium prospects have some understanding of your work, but need to be engaged more before they donate.

Examples of medium prospects: newsletter subscribers that haven't donated yet, event attendees that haven't donated yet

3

Cold

Cold prospects may not understand your work and may or may not care about what you do. We recommend not spending time here until you've activated all your hot and medium options!

Examples of cold prospects: cold calling, bulk postal mail, community members that have never engaged with your organization before






Build Your Team

Fundraising is most successful when we all come together to activate our networks. Helping others feel empowered to advocate for your mission can significantly increase your reach into the community and your fundraising results!

Who can you ask to help raise support for your organization?

- 
- ☐ Board members
 - ☐ Organization staff (other than fundraising staff)
 - ☐ Volunteers
 - ☐ Donors

Board members are the most important advocates for your organization!

Here are the top things they can do to support your campaign:



Donate

Ask them to make a personal donation



Share

Ask them to spread the word to their friends & family



Thank

Ask them to make thank you calls or write thank you notes to other donors

What actions will you ask your board members to take?

What will board members need to be successful?

Examples: thank you call script, shareable social media posts, etc.

Prepare Your Communication Plan

You've identified your audience, your story, and your goal...now it's time to figure out how you'll spread the word. You know your audience best, so select communication channels that will resonate with them the most.

Which communication channels are most successful with your audience?

Which channels do your donors respond to the best? Check all that apply.

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Email | <input type="checkbox"/> Phone or video calls | <input type="checkbox"/> Text messages |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Postal mail letters | <input type="checkbox"/> Recorded video messages |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Handwritten notes or cards | <input type="checkbox"/> Your website |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Virtual or in-person gatherings | <input type="checkbox"/> Your GiveOUTDay.org page |

Of the options you checked above, what are the top three most impactful channels for your campaign?

1

2

3

What do you need to effectively engage donors through your top three channels?

- | | |
|---|---|
| <input type="checkbox"/> Photos (and photo use consent) | <input type="checkbox"/> Organization logos and/or graphics |
| <input type="checkbox"/> Quotes or testimonials (and story use consent) | <input type="checkbox"/> Images sized for email and/or social media |
| <input type="checkbox"/> Story and/or appeal copy | <input type="checkbox"/> Address, phone, and/or emails of your donors |
| <input type="checkbox"/> Video content (and video/audio use consent) | <input type="checkbox"/> Other: |



Give OUT Day tip! If you're working with a communications professional to manage your organization's social media, emails, etc., be sure to include them in your planning process! They'll have great content and connection ideas and can help you plan realistic timelines. And don't stop posting your organization's regular content! During a campaign it's good to vary your fundraising asks with other mission related content.

Finally, don't forget the power of spending a small amount of money on social media advertising! Investing even \$20 can dramatically increase the reach of your best Facebook posts, including to prospective donors who don't yet follow your organization!



Make an Appreciation Plan

Which methods will you use to celebrate and thank your supporters?

Choose every feasible strategy! You can never have enough gratitude.

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Email | <input type="checkbox"/> Thank you call |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Thank you card or postcard |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Thank you letter |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Celebration video |

Will every donor be thanked and engaged in the same way?

If not, use the space below to plan out how various groups of donors will be appreciated and invited to stay involved.

Board Members

Example: Executive Director will call board members to thank them

Major Donors*

Example: Director of Development will make thank you calls to donors of \$500 and up

First-Time Supporters

Example: New donors will receive a welcome email thanking them for their gift

All Other Donors

Example: All donors will receive a thank you postcard via postal mail

*What might qualify as a major gift at one organization might not work for you. Define your own parameters and make it custom to your mission and values!



Sketch Out Your Plan

Your campaign has a lot of moving pieces! Plan out the work of launching, maintaining, and following up on your campaign below.

Two Months Ahead

One Month Ahead

Week Before Launch

During The Campaign

Immediate Follow Up

Ongoing Engagement



Take Care of Yourself & Your Team

You've told amazing stories and engaged lots of donors, hopefully raising much-needed support for your organization. Congratulations! However, as nonprofit leaders, we're usually taking care of others. It's just as important to take care of ourselves and our colleagues, too! Make a plan for how you will celebrate your success and recharge for your next campaign.

What will you do to recharge and celebrate your hard work after you complete this campaign?

What will you do the check in with your colleagues and help them celebrate their success?

What will you do to thank board members and volunteers while sharing the news about your successes?

Self-care doesn't always mean going on vacation or taking a bubble bath (though those things can definitely be included!). Here are some ideas for taking care of yourself and your team:

- ☐ Find a quiet place to take deep breaths and reset your mind and body
- ☐ Take a walk alone or with a friend, or find space outside to soak up some sunshine
- ☐ Make a list of things you're proud of from your campaign and save them to refer to later when you need a boost
- ☐ Treat yourself to your favorite drink, snack, or activity

Remember that advocating for yourself is also self-care! It's okay to ask for help as you plan your campaign...fundraising is a team activity!

- ☐ Communicate honestly and openly with your leaders & board members about your needs
- ☐ Ask the Give OUT Day Help Team for support at support@mightycase.com
- ☐ Connect with other fundraising peers to get fresh perspective or creative ideas for your campaign
- ☐ Reach out to one of our seasoned fundraising coaches to get in-depth assistance and support in your fundraising planning

What's Next?

This fundraising guide can help anytime you're planning a fundraising campaign! Consider some of these ideas:

- Preparing your calendar year-end or fiscal year-end fundraising appeal
- Launching a spring donation campaign
- Running an acquisition (new donor) campaign
- Sprucing up your annual fundraising campaign
- Creating an additional gift appeal (asking current donors to give an additional gift)



Want additional help developing your campaign? We'd love to help!

Reach out to our team of technology experts at support@mightycause.com anytime or visit GiveOUTDay.org for more free-to-access resources and workbooks.

