



NYC Capacity-Building Collaborative Board Workshop

Please email this form back to info@causeeffective.org or fax it to (212)643-0137 by **November 21, 2011**. If you have any questions, please don't hesitate to give us a call at (212)643-7093. We look forward to working with you and your board member in this session.

Organization: _____

Name: _____ Title: _____

Address: _____

Phone _____ E-mail: _____

Board Member Attending Workshop: _____ E-mail: _____

In order to ensure this workshop is customized to your needs, please tell us a little about your organization (**THIS INFORMATION IS FOR TRAINING DESIGN PURPOSES ONLY**).

Please describe your mission and programs: (2-3 sentences) _____

What is your organization's current budget? _____

What is the percentage of this year's budget from the following sources?

	percentage of your budget
Private Foundations	_____
Corporations	_____
Government Grants	_____
Individuals	_____
Special Events	_____
Other	_____
	<u>100%</u>

What is your board structure (e.g. collective, governing board, members-only, other)? _____

Do you have special requirements for board membership (e.g. % from members or the local community)? _____

How many board members do you have? _____

Are you seeking to add new board members? _____ If yes, how many? _____

How often does your board meet each year? _____

Please list your board committees and the number of people on each committee. Indicate active or inactive.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you have a written statement of board member responsibilities? _____

In the last fiscal year, how many Board members made a personal contribution? _____

What was the total amount they donated? _____

Is your Board involved in fundraising? (y) _____ (n) _____ If yes, how? If no, why not?

Issues of interest for training (check as many as apply):

- Executive director – board partnership
- Building board leadership
- Board recruitment
- Activating board fundraising
- Financial literacy for board members
- Effective board meetings
- Boards as active stewards, not just advisors
- Promoting general board effectiveness
- Other _____

Do you have any other concerns that you would like us to cover in this session (this information is confidential)?
