



# Florida First Coast Chapter

- Mentor
- Protégé
  
- AFP member
- Non-member - send application for membership

Name \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Years in Development \_\_\_\_\_ #Years in Current Position \_\_\_\_\_

Degree(s) \_\_\_\_\_ Field(s) \_\_\_\_\_

Organization's Annual Budget: \_\_\_\_\_ Development Budget: \_\_\_\_\_

Total Funds Raised in Last Fiscal Year: \_\_\_\_\_

### Mentor Responsibilities

- o Establish times, dates, and locations of meetings
- o Establish goals and objectives for each meeting
- o Help create goals and objectives for each project
- o Maintain confidentiality of any shared information
- o Work with your protégé for a 6-9 month period

### Protégé Responsibilities

- o Attend meetings as established
- o Establish goals and objectives for each project
- o Work with your mentor for a 6-9 month period
- o Maintain confidentiality of any shared information

### Please mail to:

Judy Saylor  
 VP of Development  
 Big Brothers Big Sisters  
 3100 University Blvd. S., Suite 120  
 Jacksonville, Florida 32216  
 jsaylor@bbbsjax.org

Florida First Coast Chapter  
 P.O. Box 43024, Jacksonville, FL 32203-30240 Phone: 904-762-9491  
[www.afpfirstcoast.org](http://www.afpfirstcoast.org)

## Skills / Needs Survey

Check one:  Mentor  Protégé Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Mentors:** Check areas in which you can advise.

**Protégés :** Check areas in which you need advice.

1. Management:
- |  |   |
|--|---|
| <input type="checkbox"/> Setting up an office            | <input type="checkbox"/> Job descriptions                     |
| <input type="checkbox"/> Budgeting                       | <input type="checkbox"/> Policies and procedures              |
| <input type="checkbox"/> Long-range & strategic planning | <input type="checkbox"/> Writing/improving case for support   |
| <input type="checkbox"/> Board relationships             | <input type="checkbox"/> Prioritizing responsibilities        |
| <input type="checkbox"/> References: books, periodicals  | <input type="checkbox"/> Records & financial reporting        |
| <input type="checkbox"/> Computers: hardware/software    | <input type="checkbox"/> Writing mission statement/objectives |
| <input type="checkbox"/> Administrative relationships    | <input type="checkbox"/> Self development/career planning     |
2. Volunteers:
- Role of Board in Development
  - Role of Development Committee
  - Selection and orientation of volunteers
  - Managing volunteers at special events
3. Fund Raising
- |   |  |
|---|--|
| <input type="checkbox"/> Annual Campaigns         | <input type="checkbox"/> Direct Mail               |
| <input type="checkbox"/> Capital Campaigns        | <input type="checkbox"/> Cultivating Donors        |
| <input type="checkbox"/> Planned gifts            | <input type="checkbox"/> Memorial/tribute programs |
| <input type="checkbox"/> Corporate support        | <input type="checkbox"/> Foundation Support        |
| <input type="checkbox"/> Staff/employee campaigns | <input type="checkbox"/> Phonathons/telemarketing  |
| <input type="checkbox"/> Prospect Research        | <input type="checkbox"/> Grant Writing             |
| <input type="checkbox"/> Major Gifts              | <input type="checkbox"/> Other: _____              |
4. Donor Recognition:
- Gift Clubs/honor rolls
  - Premiums
  - Recognition awards/plaques
  - Thank you parties/events
5. Marketing/PR:
- Public relations vehicles
  - Relationships with the press
  - Organizational image vehicles/advertising
  - Donor publications (newsletters, annual reports)
  - Special Events