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# Reviewed by Nancy Otto

Are you stumped by your organization's annual budget sheets and financial reports? Our reviewer was, too — until she read this book.



**On Our Cover** • The artwork featured on the cover is from the photovoice project of legal services for prisoners with children (LSPC). This piece and others from the project were displayed at an art gallery and at an LSPC fundraising open house. LSPC'S commitment to developing a stronger fundraising culture is described in the article in this issue by manish vaidya.

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# LETTER FROM THE EDITOR

**STEPHANIE ROTH** 

just returned from South Korea, where Kim Klein (former Publisher of the *Journal*), Helen Kim (*Journal* board member) and I were featured trainers at the "First NPO Conference," sponsored by the Beautiful Foundation (a community foundation based in Seoul). The conference focused on grassroots fundraising, and was modeled on the *Grassroots Fundraising Journal*'s "Raising Change: A Social Justice Fundraising Conference" in August, 2006, which some of the foundation's staff attended.

Like Raising Change, the Seoul conference quickly reached their capacity of 225 attendees and had to turn away a lot of people. The organizations in attendance worked on issues as diverse as humanitarian aid, disability rights, social services, immigrant labor organizing, feminist organizing with young women, human rights, and the environment. Hearing about the work of these groups was incredibly inspiring.

One example: a community center in a small, very poor neighborhood in a southern Korean city raised \$100,000 to build a library. As people left their town to get jobs elsewhere, longtime residents wanted something that their children could be proud of and that might be a reason for people to stay or to return. They decided on a library because libraries are rare in Korea. Using a combination of grassroots strategies — a street canvass with kids soliciting funds from passersby, a "buy a book" campaign, special events, and so on — they reached their goal. Some particularly creative strategies included: a group of fathers donated their savings from not buying alcohol for several months; some seniors gave a percentage of their pensions for a year. Now completed, the beautiful library building is used for a wide range of community events.

This issue is full of examples to inspire you during this busy "end of year" fundraising season. GIFT program coordinator Manish Vaidya gives an insightful look at one organization's efforts to build a stronger fundraising culture, highlighting both successes and challenges that all of us can learn from. A longtime member of the *Grassroots Fundraising Journal* community, Shelana deSilva writes about a pledge-raising event produced by Queers for Economic Justice in New York that is a clever twist on a reality TV show. It illustrates how you can build your fundraising team by using imagination and creativity to develop activities that people will *want* to participate in. And you'll want to share the excerpt from a thought-provoking speech by Pilar Gonzalez with your board and staff, as a way to begin (or continue) a conversation about the role fundraising can play in transforming people and communities. Finally, a book written for fundraisers on how to understand nonprofit finances is reviewed by fundraising and organizational consultant, Nancy Otto.

I hope that in addition to raising all the money you need by December 31st, that you take some time to celebrate all you do to make your communities — and the world — a better place.





# Four Steps TO BUILDING A FUNDRAISING CULTURE: A Case Study

When I was an intern with the Grassroots Institute for Fundraising Training (GIFT) in 2005, I was placed with a wonderful group, Legal Services for Prisoners with Children (LSPC). At the time, LSPC was a 27-year-old social justice organization focused on the prison crisis for women in California: the fact that California incarcerates more women — mostly poor women, mostly women of color, mostly mothers — than anywhere else on the planet.

The organization had grown from a small group of volunteers advocating for California women prisoners' rights into a national group with 14 staff, 14 board members, and an \$800,000 budget. One of its goals is to build a human rights movement led by currently and formerly incarcerated people and their families.

Though LSPC had raised money from individual donations throughout its history, it had never had a coordinated grassroots fundraising program. My internship was meant to change that.

# **DEFINING THE GOALS**

I first talked with key LSPC staff, and we decided to set some short- and medium-term building goals for our long-term success. The concept of building is one that the community organizing/program staff and board members can relate to because it fits with the organization's program of building a movement for the rights of incarcerated people and their family members. In the fundraising arena, we decided on four core goals.

• Build a culture of fundraising among staff: The organization is well known in foundation circles, but we knew it had to increase grassroots fundraising if it was going to survive over the long haul. We had to *want* to ask many people to support our work many times.

• *Build a culture of fundraising among board members:* Like the staff, the board wasn't asking for money from individuals very often. We also needed to recruit and retain new board leadership in a way that also honored the

### **BY MANISH VAIDYA**

work of current board members. Some board members, founders of LSPC, had served for more than 20 years!

• *Build an infrastructure for fundraising:* We needed systems and processes that were easy to learn and to use, that reflected the grassroots "family feel" of the organization, and that linked to everything we did as an organization — so we could be sustainable for the long haul.

• *Build a clear identity:* The group has a number of programs that work with formerly incarcerated people, survivors of domestic violence, elderly prisoners, and families of incarcerated people. We wanted our communications and fundraising to reflect that we are led and informed by, and accountable to, our constituency. We wanted to balance our grassroots family feel with nicelooking materials that showed that we're professional and we get things done.

# BUILDING A CULTURE OF FUNDRAISING AMONG STAFF

With the advice of a fundraising consultant, I worked with development staff to draft an annual fundraising plan tied to our proposed budget. Planning forced us to think more intentionally about our work, and we included challenging but reasonable grassroots fundraising goals. The process of developing the fundraising plan as a team, describing it to the staff, asking the board to approve it, and evaluating it for the future was a critical piece of building a fundraising culture. It stimulated conversations about fundraising and its importance to our work.

The consultant also held a fundraising training for staff. We talked about money, power, social justice and fundraising for the first time as a large group. It changed how we thought about fundraising — from a necessary evil to something we were proud to do, and as something that goes hand-in-hand with our community organizing work. Staff got excited about asking people for financial support to keep building the movement!

At the fundraising training, staff came up with simple ways they could be involved with grassroots fundraising. They agreed to continue writing notes on appeal letters and handwritten thank-you cards. They would also start stapling business cards or write contact information from prospects onto a new "database intake form," which could be used to jot notes about the prospect's relationship to LSPC and to the staff member, their interests, and so on. Copies of member, I follow up with other board members through one-on-one phone calls.

We decided to hold an open house in Spring 2006. We knew it would be easy to organize, raise our visibility with prospects and help us retain current donors, and it was something fun that board and staff could do together. We already had our accomplishments displayed throughout our office space. All we did that first year was design and mail invitations, secure door prize and food donations, clean up our desks, and recruit two board members to emcee the

# We increased the number of donor calls and visits we chose to do, and our return increased dramatically. Several donors increased their gifts by thousands of dollars!

the database intake form are now in a hanging folder on the wall with the title "Help build the future of LSPC!"

The fundraising training and conversations are starting to pay off in interesting ways. In 2005, we held an opening event of a PhotoVoice exhibit depicting how youth see themselves as targets of the prison and policing system. The 100-plus attendees enjoyed food, a program, and music. After the event, one of the coordinators said, "We really should have done a pitch there." Now we include a fundraising pitch in all our events.

Our fundraising team also watched a fundraising training video together and did role plays of donor asks in preparation for our year-end fundraising campaign. We increased the number of donor calls and visits we chose to do, and our return increased dramatically. Several donors increased their gifts by thousands of dollars! At first, most of the face-to-face visits and phone calls were done by the development team; this year we plan to bring board members and program staff on donor visits — with the goal that eventually, every staff and board member will do face-to-face asks.

# BUILDING A CULTURE OF FUNDRAISING WITH THE BOARD

The consultant also held a fundraising training for the board. Like the staff, board members were surprised that fundraising could feel so empowering, and they especially connected with the social justice orientation.

Board members made commitments to fundraise in ways that made sense for them. Several board members volunteered to make or donate items as door prizes for an open house. One member decided to go door-to-door to talk with her neighbors about LSPC. All board members were asked for individual gifts and for help in acquiring new donors. We have been dedicating more time at board meetings to review individual board member commitments, and as part of my post-internship role as a board event and coordinate a brief program with a pitch. We chose as emcees the board chair, a long-time board member in his sixties, and our newest and also youngest board member, a woman in her mid-twenties. This was good modeling of intergenerational leadership development. We expected to gross \$2,000 — instead, \$6,000 came in.

The open house generated excitement among our board and staff and in the community. Seventy-five people came to our office, including new prospects and long-time donors who had never seen the space. The program dragged on too long and the pitch could have been better, but we raised money and attendees told us they had fun.

The energy from the open house carried over into discussions among long-time board members about setting board term limits and developing new leaders for the board.

With the staff fearing some long-time board members might feel they were being ousted, a well-respected board member proposed that we start an advisory council. This non-voting body would allow us to call on former board members for advice on major organizational decisions and would honor our elders publicly in our print materials. Long-time board members loved the idea of being freed from some of the larger time commitments of board responsibilities while staying engaged.

We recruited two younger board members (including myself) who were already connected to LSPC, and made a long-term commitment to continue recruiting board members from our programs and from the people we work with regularly to help us stay accountable to our constituency.

Board members and the staff fundraising team discussed key things board members would need in order to be great advocates for LSPC. This discussion resulted in the creation of a comprehensive board binder with articles on fundraising and other areas of board development, scheduling an orientation for new board members, and a goal of having more regular communication between staff and board.

# BUILDING AN INFRASTRUCTURE FOR FUNDRAISING

Fundraising has taken on a visual life in the office, which keeps us on track. Hanging on a wall in the office is a large fundraising thermometer, with our annual income goal at the top. Every time we receive a grant, complete a fundraising campaign, measure the return from our newsletter, and so on, that amount is registered on the thermometer. Every staff member now always knows how our fundraising is going.

Next to the thermometer is a large-type printout of our fundraising plan, with highlighted sections for grassroots fundraising. Next to the fundraising plan is a fourmonth calendar decked out with sticky notes color-coded by type of fundraising activity that announce major dates, including upcoming proposal deadlines, donor visits, and so on. Next to the calendar, eight sheets of paper account for the remaining eight months of the year, with fundraising tasks on sticky notes posted on the appropriate month. Each month, the four-month calendar changes as we move sticky notes around.

This system works like clockwork. Development team meetings take place in the room where all this information is posted. At each meeting, we review our commitments, revising them as necessary. The system is also helpful to board members, who can see at a glance how much money has been raised, what donor visits are scheduled for the month, or whether any grant reports are due soon.

Creating this infrastructure gave the organization a more realistic picture of what it takes to coordinate the fundraising work, with the result that the group saw the need for a new staff position of Grassroots Fundraiser/ Media Communications Coordinator. Although we're still evaluating whether this job is too big for one person, having a staff person who is proactively building relationships with media will help us bring our constituents' voices to the public and raise our visibility, which will help our fundraising.

Another infrastructure item we attended to was our database, upgrading to a program that enables us to code, analyze and segment our donor list so as to target our fundraising efforts. The more powerful software has made fundraising both more efficient and more cost-effective, and has already paid for itself in increased income.

# **BUILDING A CLEAR IDENTITY**

In 27 years, the organization never had a logo or organizational colors. Luckily for me, the staff was already aching to change to a bold, cohesive, professional-looking message. Last spring, we launched our logo, nicknamed Phoenix Rising — a depiction of a strong, crimson-colored phoenix soaring above water. We also created new business cards, letterhead and envelopes, and soon we will have a new website — all of which show us to be political, professional, and intentional about our work while providing a consistent image that members, donors, and prospects can remember.

At the same time, we upgraded our newsletter from amateur-ugly to be more professional looking and visually appealing. We immediately saw a greater return from that mailing, and I feel it helped our overall fundraising. Now we're considering publishing shorter newsletters quarterly rather than the big annual newsletter that has been going out, on the theory that most donors will appreciate the increased contact.

Another part of our identity is the handwritten thankyou notes we send, printed on cards featuring the artwork of some of our incarcerated clients, with a blurb about the artist on the back. We feel these cards extend the family feel of the organization, and more important, the cards make our incarcerated clients more visible to donors.

LSPC's fundraising program is ripe with opportunity. Surely, it will take much more for us to build a sustainable grassroots fundraising program. However, with a new logo and marketing materials, a new staff position coordinating grassroots fundraising and media relations, with structures and processes in place and increased giving, I think we're on the right track.

MANISH VAIDYA IS A MEMBER OF THE BOARD OF DIRECTORS OF LEGAL SERVICES FOR PRISONERS WITH CHILDREN AND PROGRAM COORDINATOR AT GIFT, GRASSROOTS INSTITUTE FOR FUNDRAISING TRAINING.

# For More Information

LEGAL SERVICES FOR PRISONERS WITH CHILDREN: www.prisonerswithchildren.org

> LSPC'S ALL OF US OR NONE PROJECT: www.allofusornone.org

GIFT INTERNSHIP PROGRAM: www.grassrootsinstitute.org/pages/intern.html

# We want YOUR Story!

Do you have a story of how your group is building a culture of fundraising?

Have you done something that's worked particularly well? Or has something you tried not worked out?

We'd love to hear your story at: jennifer@grassrootsfundraising.org

# THE Transformative Power of Fundraising

**BY PILAR GONZALES** 



**EDITOR'S NOTE:** The following article is excerpted from a plenary address given by longtime fundraiser Pilar Gonzales in November 2006 to representatives from Northern California community clinics as part of a Tides Foundation project.

am among those who believe that fundraising is an act of courage, an act of social responsibility. If you consider that fundraising involves more than money, then you are on your way to making a difference in this practice. Strip away all the marketing, all the gala events, all the lunches, and it is entirely about human beings and their intention to do good.

But while we are raising the money, social justice fundraisers are also pushing the envelope to make social change. By doing our jobs ethically and by challenging old models of classist philanthropy, we are creating a space for justice to exist.

One such attribute of social justice fundraising is that everyone gets asked! No one is excluded. No one is discriminated against on the basis of their income — in either direction. This allows a project, a cause, or a community clinic even, to belong to the entire community — not just to its wealthy members.

I'm a big proponent of the belief that even a dollar or fifty cents on up to thousands of dollars can make a difference in the life of a clinic or a project. If you don't give me a chance to either turn you down or ante up, then how will you know? Will you assume I can't give by the way I dress or by what language I speak? Or if I work in the fields or in an office?

Some years back I was training the board members of a group that worked with rural poor families. The 50-member board was made up of farm workers and corporate attorneys. Quite a mix! And I was warned not to ask farm workers for a donation because it might offend them. There I was being asked to not do my job! I turned to my boss and told him to trust me. He smiled.

I asked the board members to participate in an exercise with me. I told them I was not going to fundraise from them, but that they were going to fundraise from each other, beginning now. I told them the silence will make them feel awkward, but that I would not jump in! They really had to do the asking out loud on their own.

Giggles came from the group. All eyes were on me. And silence. A good long pause as I passed out envelopes and we all sat there. A minute or so went by — a long one — and soon a farm worker stood up and eloquently said something like this:

This dollar I am holding up represents hard work. It is earned on the backs of my children and my wife, my parents, and my grandparents. I want this organization to succeed. I am asking my white brothers at this table to at least match what I am giving or give more if they can. I am happy to be asking and I feel invincible.

He sat down. Soon a white attorney stood up, and said:

Here's my check for \$1,000. And it was earned through hard work, with hours of neglecting my wife, my children, my entire family, and depriving myself of sleep. I am damn proud to give this money and do this with you.

And so on, until everyone in the room had given what was appropriate to them.

# RESENTMENT, FORGIVENESS, AND RECONCILIATION

Aside from the issue of courage, fundraising can tap into issues of resentment, forgiveness, and, we hope, reconciliation between people, whether across class lines or between racial communities, or in a board meeting in rural California.

Without attention to these fundamental feelings, there is no trust, no renewal of faith, and certainly, no fundraising relationships to be cultivated.

Some might think it's simply about envy for the Haves, but the deeper problem with these feelings of resentment is that they encroach on our fair judgment about collaborating with one another, or they keep us from fundraising in diverse communities, and they keep us in darkness.

So what does it take to forgive others for having what you don't have? Or for forgiving oneself for having?

The very element that separates us all is our resources — or lack of resources. Having money gives us value, status, choice, and opportunity, whether we like it or not. Yes, if we were to release into the world all the money of

# I had forgotten that my family and my people too were generous and terrific at fundraising... after all, Catholic churches didn't build themselves.

our social justice funders and donors in this room, we *still* wouldn't rid the world of pain and suffering.

And I must forgive them for not releasing all their money, because I probably wouldn't either. I would think first about my family, my neighbors, my extended family, and myself. Just releasing it all is not the complete and final answer.

I don't think that forgiveness and reconciliation are taught or modeled nearly enough in our social justice community. Yet both are integral parts of our social fabric. We ask fundraisers to cross class lines in their proposal writing and direct soliciting — without proper training and without support to protect themselves from feelings of resentment. We ask donors of wealth to partner up with us, to suddenly create a community (based on financial resource and classism) without asking them if they understand the responsibility, the injustice that exists, and if they know what it means to support a community organization! So I say be prepared to address these issues with your donors. Be ready to be honest.

I am not saying it's easy — to forgive. But it is a start. Forgiveness is what allows each of us to become more "inclusive," as the social justice definition says, and more functional, so that we can do what we need to do for our community organization. Community-based fundraising is my idea of a tipping point for social justice, a way to participate in life with those most different from us.

# **COMMON QUESTIONS, COMMON FEARS**

I am reminded of the most common questions I am asked after I speak at conferences: "Pilar, don't you feel like you're selling your soul? Don't you feel like, as a person of color, you are alone in this industry? Don't you feel as if you are turning your back on your community? Like you are crossing a cultural or racial boundary that might not let you back in?" And I appreciate these questions because they expose our common fears and our collective misinformation.

Some of the discomfort I first felt when fundraising from individuals was about the social and economic boundaries that we all have. Would I be able to be so bold as to ask for money? After all, I was taught it was rude to be forward and direct, so personal with folks. And what if I offended someone by asking for too much? How would I recover from that shame?

> And then I started to practice a language of belonging, a language that acknowledged that I had the right to be there, in that job, asking for those donations! It took some time for me to realize that I had internalized the classist and racist definition of what it meant to be a donor, the giver, and what it meant to be a grantee, the receiver.

I realized I had forgotten that my family and my people too were generous and terrific at fundraising, and not just good at being the grantee! After all, Catholic churches didn't build themselves.

In knowing I belonged anywhere a dominant-culture person belonged, I became even better at my job. Nothing stood in my way. No fear was too great. No goal out of my reach. And I began to wonder why donor services seemed to be only for white donor communities. Why were white philanthropists the only ones usually featured in magazines or articles? Why didn't I hear about the extraordinary generosity of my people in the news?

# **THREE TRUISMS**

There are three truisms for embracing the practice of individual fundraising in your campaigns.

# First: Be sincere, be honest, be human.

Fundraising can be a transformative, empowering experience for all involved.

I have helped move millions of dollars from the hands of donors to communities in need. But no one does it alone. I am but one asker and part of a whole. Never forget that organizational history precedes you, as do the leaders and support staff that made it all possible.

To solicit an individual person or their family means having a relationship with them first. Not with people's money, but with them. And that can be done in several ways. And several things can help you with those hundreds or thousands of relationships you'll have in the life of your clinic's fundraising.

Of course, you are relating to a donor as an investor or a customer. And with that comes the obligatory financial accountability and transparency. But the relationship starts much sooner than that, before money actually changes hands. It starts from the moment you consider meeting them.

How will you relate to the donors? What will you say to them? How will you get them to respond to your request? And what will they need from you to have a powerful donor experience?

Take the time to be yourself in your appeals. Make yourself vulnerable to your donors. Reveal your loving self and let others know why this work means so much to you and your organization.

# Second: People give for all sorts of reasons — giving helps them while it is helping you.

Fundraising is a mutually beneficial relationship between you, as the representative of your organization, and the donor.

This is a basic marketing concept. You must create a trust bond that will flourish, last, and forgive. That elasticity, resilience, is what we all seek in true relationships. The fundraising relationship is no different.

Because our money is connected to our lives, our jobs, our children, our past, our material possessions even, and more, it is very personal when we ask others for their money. No matter how wealthy or not. We are asking people to give us a part of their life. With each donation, there is a story, some painful and some exhilarating.

This is why fundraising can be so transformative and why it must be mutually beneficial. You should expect it to be — for the donor and for yourselves. There are donors who, by making a gift to your organization, will be fulfilling a promise to their ancestors or fulfilling a promise they made to their current communities. Others will feel

righteous and are making a point against a certain political administration. Others are doing what was taught to them through their religious beliefs. And still others are righting a wrong that came with the money they inherited in the first place.

Some give out of guilt and some give to be noticed. Some give because it is the right thing to do. All of it is legitimate and human. You must give people the chance to change their lives by giving them the opportunity to give to your organization.

A by-product of becoming a fundraiser was that it not only prepared me to become better at asking for substantial amounts of money, it also prepared me to take rejection. I have a quicker bounce-back — that is, the amount of time it takes me to pick myself up from the floor after a donor says no. Those skills have spilled over into my personal life. With a stronger bounce-back time, I became gutsier, better able to negotiate for my wages, my rent, legal transactions like my divorce; I even became a better advocate for my extended family.

All this came from the practice of discussing political issues and money with my donors and with their financial advisors — when I went outside my comfort zone. The transformative process is hugely more complex — this is just to give you an idea of fundraising's effect on one individual like me.

A corollary about transformation is a negative kind of transformation: overworking your organization's fundraiser. It is said that fundraisers stay with an organization an average of 18 to 24 months. This level of burnout is predictable, evident, and proven, and yet it is hard to avoid, it seems. Many organizations are pressed to create one-woman or one-man departments, and they cannot always afford support staff for these dedicated warriors.

So how do we keep our fundraisers from leaving us? One way is to recognize that there are two distinct personalities in fundraising: one that responds to the introverted task of fundraising planning and research, writing proposals, and data management, and one that responds to the extroverted fundraising tasks of person-to-person contact and that thrives on individual solicitations. Of course, both these aspects can be found in one person. But separating those massive tasks into two separate job titles will ensure more job satisfaction and longer life spans for the positions.

# Third: You can build community from your donor base.

Creating a donor community has so many rewards. A movement can be strengthened through your donor

# A by-product of becoming a fundraiser was that it not only prepared me to become better at asking for substantial amounts of money, it also prepared me to take rejection.

community for many issues or simultaneous campaigns health care reform, an endowment, a capital campaign, and so on. A donor community in your organization can give you visibility in many ways. A donor community protects your organization from single-source funding because if your single source dries up, you fall into serious financial trouble. Diverse funding keeps you from being dependent on one source of income, builds reputation, and adds to an organization's self-esteem.

A donor community can gently persuade or gently pressure foundations and other funders to fund capacity

building or it may awaken other family foundations to the need of your organization. Your donor community members become your ambassadors. They become donor activists. They can pressure the media, local government, Congress, or even the President!

In the building of a community, you create an educated constituency on the topics of health issues, racism, money, poverty, and the injustice of exclusionary health care.

# FEAR OF FUNDRAISING

The last point I'd like to bring up is our fears in fundraising from individuals. So much of what drives us in life is our fears. This leads us into isolation, violence, wars, and general unhappiness if we let it.

Rather than be driven by my fears, I want to be driven by my hope in others and in myself. I want to give someone else a reason to hope for change.

I can knowingly say, however, that fundraising will fill you with some fear as well. It is an unknown. It is an organic, subjective strategy, and though fundraising is a proven possibility, you really don't know how any one encounter will turn out.

I still get butterflies in my stomach every time I go on a donor meeting. And I hope that never changes. I want to be surprised by humankind. Don't you? GFJ

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# Racing for Fundraising

### **BY SHELANA DESILVA**

What do a full choir singing Abba cover songs, hot-dogeating contestants in New York's Central Park, and sixty people running around the Statue of Liberty all have in common? *The Amazingly Queer Race for Economic Justice!* 

Queers for Economic Justice has been using their radical vision to inform their work since day one. The group's recent fundraising effort was no exception. Inspired by the reality TV show, "Amazing Race," in which teams compete to finish a round-the-world course that involves treasure-hunt-like clues and "Survivor"-like challenges, Queers for Economic Justice (QEJ) put together its own Amazingly Queer Race for Economic Justice. "We're big fans of the show," executive director Joseph DeFilippis said. The QEJ race was a com-

plex romp through New York City, during which racers had to find clues and perform tasks in order to get to their next destination along the course.

This was the organization's

first major fundraising effort since its inception in 2003. "We've held a few successful house parties, but most of our money comes from foundations and some membership contributions. We wanted to try something really new and fun," DeFilippis said from QEJ's headquarters in New York City.

The organization is no stranger to creative problem solving. In 1999, a network of lesbian, gay, bisexual, and transgender (LGBT) and anti-poverty groups formed a network to engage in advocacy and public education on how LGBT people were affected by a range of issues, including homelessness, shelter policy, and welfare reform. After three years, the network determined that a full-time effort was necessary. With a grant from the Open Society Institute, Queers for Economic Justice was created.

The organization has four main points of focus: a shelter project, an immigrants' rights program, welfare organizing and their coalition, Building a Queer Left. The national coalition brings together grassroots LGBT groups working on similar progressive agendas.

# READY

"Major events are often expensive to participate in," DeFilippis explained. "For us, it was really important to have an event that lower-income people could be an active part of. We didn't want to throw a party that had \$250 tickets."

> The Amazingly Queer Race for Economic Justice took a fair amount of detailed planning in the months before the race. A team of

A team of twenty-two volunteers, with the help of one QEJ staff member and an intern, worked on the event.

> twenty-two volunteers, with the help of one QEJ staff member and an intern, worked on the event. Two other staff members put in about a day close to the event and worked on the day of the event.

> The first and most important element for a successful race was getting teams to sign up and do the fundraising through soliciting pledges. QEJ's goal was to get fifty teams of two people each to race. The group recruited racers by sending letters to key organizations QEJ works closely with, explaining the event and asking if their staff members would be interested in forming racing teams. QEJ also did an email blast to their listserv of four thousand people. In the end, thirty teams registered for the race.

In the months preceding race day, planning volunteers split up into groups responsible for different actions. One group focused on getting donations as prizes for the racers, scoring two free iPods for the winning race team. Another set of volunteers carefully planned the race challenges. Other volunteers worked on registering racers, and there was another group working on the day of the race. QEJ staff worked on securing venues for the pre-race meeting and the after party. The minimum suggested amount the teams needed to raise in order to race was \$500. Each team had to collect as much of that goal as possible from their own donors of friends, family, and colleagues. Business sponsors were found for teams who fell short of this goal, so no teams were turned away. This piece of the event is much like any walk-a-thon or car wash-a-thon. But that's where the similarities end.

# AMAZING RACE PARTICIPANT DOCUMENTS

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# SET

QEJ staff and volunteers set up a practice race one week prior to the event. The practice race took staff members four hours to complete. Knowing this allowed the group to anticipate the timing of the after party. However,

on the actual race day, twenty teams took four or more hours as predicted, but the fastest teams were finishing in half the

# Plenty of challenges along the course did reflect the organization's membership and culture.

time. QEJ volunteers had to improvise spontaneous challenges for these faster racers to keep them going until the after party venue opened. "We told them, 'Go out and find a stranger to sing an Abba song to one of our volunteers," DeFilippis explained. "Well, one team actually found a full choir. They were on vacation in New York and they were thrilled to be a part of the race. They sang *Take a Chance on Me* and it was amazing."

The morning of the race was full of excitement and friendly competition. Teams arrived at the LGBT Community Center in the heart of Greenwich Village and made their way to registration tables where they turned in the cash, checks, and pledges they had raised in the six weeks prior. A full marching band performed to kick off the event.

Bagels and juice were served and people were given plenty of time to register and mingle. Programs with pictures of the teams were passed out and each team was brought on stage to be introduced. After the marching band's performance, DeFilippis explained the rules of the race: Teams were not allowed to spend their own money while racing. No personal electronic technology could be used to answer clue questions, although teams could check libraries for answers to clues. No physical contact between teams was allowed, except for giving high-fives.

Each team was given a program, apples and protein bars, a metro card and a subway map, along with their first clue.

# RACE!

Racers made their way to specific locations, based on the sequence of clues the organizers set up. For example, teams were given a photograph of a sculpture of a giant button with a needle going through it. The sculpture is installed in the fashion district. The clue printed on the photo said, "Make a fashion statement. Find this sculpture somewhere in New York." When the teams found it, QEJ volunteers were waiting there to give them the next location on a printed card. Volunteers waited at each location until all teams came through. Another challenge involved standing in line at the carousel in Central Park. Racers had to ride the single silver horse on the carousel, which often meant waiting for it to be free, and they had to have their picture taken after one full revolution by a QEJ volunteer stationed there.

The Polaroid of themselves was the ticket to receiving their next clue.

"We hoped to have all of the challenges reflect the work we do at QEJ in some way," DeFilippis said. "But in order to make it fun we realized we needed to throw in like the carousel."

some silly challenges, like the carousel."

Plenty of challenges along the course did reflect the organization's membership and culture. At one location, racers had to enter the famed Oscar Wilde Memorial Bookshop, the world's oldest queer bookstore. Teams had

# Steps to Organizing a Challenge Race

# 1. Make a plan:

- Identify appropriate staff roles
- Identify potential volunteer roles
- Set fundraising goal (number of teams and how much each should ideally raise)
- Set date

# 2. Recruit racers:

- Create recruiting letters and identify organizations and others to send them to
- Create pledge forms and race team registration forms
- Follow up with racers on how they're doing getting pledgers and brainstorm with them if they're having trouble reaching their fundraising goals

# 3. Identify and solicit business sponsors.

### 4. Organize logistics:

- Secure race start venue and after party venue
- Create race sequence and challenges (obtain any necessary permissions)
- Acquire supplies for race clues, pre-race meeting and after party
- Invite speakers, if desired, for pre-race meeting and after party
- Secure publicity for the race

# 5. Final Steps:

- Hold a practice race run through
- Prepare speakers
- Prepare day of race volunteers

# 6. Hold the race.

- 7. Follow up to collect pledges.
- 8. Send thank you letters to donors, volunteers, race teams, and business sponsors.

to find a list of ten books on the shelves, write down the ISBN numbers, and have the cashier sign a paper swearing that the team did not disrupt shoppers or the business of the store in any way while fulfilling the challenge.

# The key to the event's success was that it captured participants' imaginations.

Once all the teams made it through each challenge, including the spontaneously created ones for the quick finishers, everyone gathered for the after party. "The sense of community both in the morning and at the end of the race was wonderful," DeFilippis said. "It was a real validation of our work."

# **FINISH LINE**

The thirty racing teams brought Queers for Economic Justice \$15,000, the group's biggest fundraising success. More than four hundred donors contributed. Seventy-five percent were first-time givers to QEJ. The challenge will be to keep these new donors connected, as their gifts were given primarily due to their relationship with the racer doing the ask. The group has set a goal to double the number of teams and amount of money raised

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next year. They will expand their recruitment of racers through a mailing and some advertising.

The key to the event's success was that it captured participants' imaginations. "People got caught up in this feeling of friendly competition," one racer and planning volunteer said. "At the end of the day, my teammate and I caught up to another team on the subway. When we got to the final stop and the subway doors opened, we were jostling to the front trying to push past them. It was hilarious and fun. It was my most favorite New York City day, ever."

SHELANA DESILVA IS A WRITER AND FORMER *GRASSROOTS FUNDRAISING JOURNAL* BOARD MEMBER.

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# **REVIEWED BY NANCY OTTO**

**O**ver the past fifteen years, as I sat on many nonprofit boards of directors, I always felt a bit out of my league when it came time to review the organizational budget, profit and loss statements, cash flow, and audits. I knew to watch for major differences between one year and the next, question any large shortfalls, and make sure that fundraising expenses were included in the budget. But I never really knew what to look for in a way that corresponds to the significant oversight responsibilities that boards of directors hold.

Now comes a resource from Portland State University's Continuing Education Press in their Grantwriting Beyond the Basics series written by Michael Wells, *Understanding Nonprofit Finances.* Although this book is addressed to grantwriters, I found it very helpful as a board member and fundraising consultant, and I could see numerous applications for executive directors and other non-financial staff, particularly those in fundraising.

Wells writes in an engaging, easy-to-follow style. Throughout the book he provides just enough information to make his point without overwhelming the reader with the miniscule details of financial accounting. With each new concept, he provides appropriate examples and clear visuals.

The main point of the book is that the overall health and well-being of an organization are directly linked to the competency and clarity of its financial operation. To stay afloat and thrive, receive the nod from funders, and gain the support of savvy major donors, organizational leaders need to know how to recognize financial problems, ask the right questions, and find effective solutions. In addition, the success of any grant proposal hinges on how the financial statements are prepared. The numbers need to complete and augment the narrative in each proposal.

My favorite part of the book is the author's interviews with foundation grant officers and federal grant reviewers about what they are looking for in the financial sections of grant applications. Their responses offer a fascinating look at what they perceive to be red flags and what impresses them most. Clearly, the more savvy the organization is about their finances, the more worthwhile the funder believes it would be to invest in it. Going beyond what is asked for and providing additional financial details is as important as describing the actual programs for which one is seeking funding.

Wells provides the questions to ask and key financial ratios to run in determining the health of the financial operation. From executive directors checking the financial documents prepared by their staff to the board of directors figuring out the eight financial ratios (for example, the relationship between direct services and total expenses, the percentage of total revenue that comes from private sources, the debt ratio, and the reserve ratio), the practical advice here on ensuring a comprehensive system of checks and balances is alone worth the cost of the book.

Wells also explains the five basic questions for an audit. He warns organizations to stay vigilant about their tax-exempt status, not letting it expire or letting the organization "tip" into being a private foundation instead of a nonprofit charity. He also goes into the pros and cons of fiscal sponsorship and the questions an organization needs to ask before embarking on such an arrangement.

Last, Wells presents strategic advice about how to maximize an organization's potential to raise money through its financial statements. He discusses how an organization can use their Form 990 to its advantage, including getting it posted on relevant websites. He explains the importance of thinking through future funding once a grant evaporates and how to reveal that thinking in the grant proposal's financial documents.

This book should not just sit on a shelf — it should be a resource referred to frequently for all those who are invested with the power to ensure the financial viability of a nonprofit organization.

NANCY OTTO IS A CONSULTANT TO NONPROFIT ORGANIZATIONS IN THE AREAS OF GRASSROOTS FUNDRAISING, FUNDRAISING TRAINING, AND ORGANIZATIONAL DEVELOPMENT. SHE CAN BE REACHED AT WWW.KLEINANDROTH.COM.

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