

**AFP Orange County Chapter
2017/18 Mentor Program Fundraising Service Project and Graduation**

The Fundraising Service Project: Definition & Scope

Each mentee will focus on building and implementing a component of a comprehensive annual fund, major gifts, planned giving, grant writing or capital campaign for their organization. Potential projects will be identified by the mentee in consultation with their mentor.

The Fundraising Service Project Will:

- 1) Focus on one or more components of the mentee's organization's development plan. The result of the project should positively impact the plan.
- 2) Be accomplished within the six-month timeframe: August-January.
- 3) Have measurable outcomes.
- 4) Be approved by the mentee's CEO and mentor.

Timeline overview for the Fundraising Service Project and Graduation Program:

- August 1 – September 8: Individual meetings with Mentors & Mentees take place to review projects
- September 13: First Group Meeting & final approval and acceptance of the proposed project
- October 11: Group meeting to review mid-term progress of service projects
- January 10: Written Project & Oral presentation of project results due for group meeting
- February 14: Program run through with project PowerPoint presentations complete
- February 26: Graduation Program – held during the normally scheduled AFP OC Chapter meeting

The Proposed Project Description (Due to mentors August 1 - September 8)

1. Explain why the project is important to the mentee's organization.
2. Identify the component(s) of the development plan the project will impact.
3. Have a goal statement stating clearly what the project is meant to accomplish.
4. Have action steps that describe how the project will be conducted.
5. List specific outcomes that describe what will happen and/or be present if the project is successful.
6. Be no longer than two type-written pages.

September 13 - Written/ Oral Reports of Project Description due for approval at Mentor-Mentee group meeting

1. Brief summary describing the progress of the project.
2. Note action steps taken, to date.
3. No more than two type-written pages.

October 11 - Group meeting to review Service Project progress

1. Brief summary describing the progress of the project.
2. Note action steps taken, to date.
3. No more than two type-written pages.

January 10 – Written & oral presentation of Service Project progress

1. Mentees: Your written report (all together, no more than three pages) should include:
 - a. Executive summary
 - b. Project goal statement
 - c. Processes used to accomplish goals
 - d. What was learned from the project; how the project impacted you professionally
 - e. How the project impacted your organization

- f. What the value of the Mentoring Program has been to you
2. Mentees should review a draft of this final report with their mentor prior to this meeting
3. All mentees will have up to five minutes to give an oral report at the meeting. The oral report is the mentee's opportunity to share the results of the Fundraising Service Project with all the mentors and mentees in a safe, supportive, and educational environment.

February 14, 2017 –PPT Presentation run through of Final Project Outcomes by Mentees

1. Mentees: Your PPT presentation should include the written report information and any changes as a result of the January meeting's feedback.
2. This will serve as a dry- run for presentations to be made at graduation which will take place at the chapter meeting on February 26, 2016.

February 26, 2017 - Graduation Program / Oral Presentation February 2016 (regularly scheduled AFP OC Chapter meeting)

- 1) The "Class Graduation" is intended to recognize and celebrate the learning and accomplishments of all mentees.
- 2) All mentees will have up to five minutes for an oral presentation. This is the mentee's opportunity to share the results of their Fundraising Service Project, as well as what the program has meant to them personally and professionally, with as many as 100 peers and fundraising professionals. No written reports will be presented.
- 3) After all the presentations have been made Mentees and Mentors will create a panel for a brief Q&A session.
- 4) Certificates of completion will be awarded to all mentees making presentations at this meeting.

Dates are subject to change on mentor/mentee availability