



“Charity in Truth”

Where NURSING, MINISTRY and CATHOLIC MISSION meet...

NACN Donor ASK GUIDELINES

Preparation

- 1) Know what the conference is about and its value to you and others (remember beyond obvious interpersonal and intellectual benefits, certificate learner credit hours applicable for nursing re-licensure will be offered)
- 2) Identify your “ask source” with a reason for selection
- 3) Submit selection (s) to jcardea@gvtc.com (name and contact info) ...this is only needed to avoid multiple people approaching the same person or organization
- 4) After receiving OK:
 - a. Determine your best option for approach (personal contact always best, but telephone, letter, internet are OK)
 - b. Identify relationship with NACN and prepare to answer source questions or refer to appropriate source if unable to answer questions with expected timeline for return of information
 - c. Prepare documents for presentation
 - i. Donor letter with logo
 - ii. Donor levels
 - iii. Save the Date Card
 - d. Provide source with your contact information
 - e. Conduct a “trial run” in your mind for all in-person contacts

Direct Contact

- 1) Identify yourself with initial call and be on time if appointment set ... always have address, how to find home or office, and telephone #
- 2) Know what you want to accomplish ... respect yours and sources time
 - a. Remember, conference support can be either funds or “in-kind” services (i.e., printing)
- 3) Present information above under Preparation ciii in a folder or stapled text
- 4) Be appreciative of all donations
- 5) Once the primary focus of the ask (i.e., conference support and possible scholarship support) is discussed and outcome determined ... ask if the /organization would be able/interested in a yearly contribution or a contribution to the organization at a future, more convenient time
- 6) Provide an envelope with stamp, treasurer name and address for submission of funds and clarify when expected check would be posted.
- 7) Ask source to post “Save the Date” info throughout organization, diocese, etc. or any contacts your source thinks might want to attend the conference or give \$\$\$/services.

Follow-up

- 1) Write a brief note of thanks... even if no funds or services are promised
- 2) Inform Richard and Jane of visit/letter/telephone outcome

Good Luck, enjoy meeting or contacting people you know and don’t know, AND don’t be discouraged if results are not what you expected