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Since 1992**

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Solicitation Chart

The following chart can work well when soliciting an established group of people such a board or committee. It allows for specific responsibilities (including who is calling to set up the appointment). At each subsequent meeting, a review of the chart can show where each prospect is in the process – and add accountability for the volunteer fundraisers. This chart is courtesy of Capital Quest (capitalquestinc.com).

Prospect	Visitor #1	Visitor #2	Total Request
			\$20,000
			TBD
			\$5,000
			\$20,000
			\$10,000
			\$10,000
			TBD
			\$10,000
			\$15,000
			\$15,000