



## CONTACT REPORT FORM

Constituent/Prospect:	
Contacted by:	Contact Date:
Contact Location:	
(City, Address)	
Office	Home
Other (explain)	

Contact Information	
Type of Contact:	<input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> In Person Visit
Purpose of Contact:	
<input type="checkbox"/> Initial Visit <input type="checkbox"/> Cultivation <input type="checkbox"/> Consult re other prospect <input type="checkbox"/> Solicitation <input type="checkbox"/> Discuss Gift Details <input type="checkbox"/> Inquiry Follow-Up <input type="checkbox"/> Stewardship <input type="checkbox"/> Volunteer Recruitment/Management <input type="checkbox"/> Other	

Campaign Gift	
Add/Update Proposal Information:	Amount: \$ _____
Purpose of Gift:	_____
Proposal Status:	
<input type="checkbox"/> Needs Initial Visit by Prospect Manager <input type="checkbox"/> General Cultivation <input type="checkbox"/> Focused Cultivation <input type="checkbox"/> Ready to be Asked <input type="checkbox"/> Solicited <input type="checkbox"/> Stewardship	

Constituent	
Prospect Status (Interest level)	
Commitment _____ (5)	Participation _____ (4.5)
Concern _____ (4)	Interest _____ (4,3)
Knowledge _____ (3)	Awareness _____ (2)
Not Aware _____ (1)	
Capacity (Ability to give assume three year commitment)	
\$50,000+ _____ (5)	\$ 25,000 - \$49,999 _____ (4.5)
\$10,000 - \$14,999 _____ (3.5)	\$5,000 - \$9,999 _____ (3)
\$1,000 - \$2,499 _____ (2)	\$500 - \$9999 _____ (1)

Next Steps: \_\_\_\_\_ Due Date: \_\_\_\_\_  
 Narrative Details of Contact: \_\_\_\_\_