

Thanking Board Members for Gala Participation Guide and Worksheet

Expressing gratitude to your board members for their contributions to your gala not only acknowledges their hard work but also fosters a positive and appreciative culture within your organization. Here's a simple guide to help you craft effective thank-you messages and actions to acknowledge your board members.

1. Personalize Your Thanks:

Board members' contributions are likely diverse, ranging from strategic guidance to hands-on work. Recognize their specific efforts, indicating that you noticed and appreciated their individual work.

2. Show Impact:

Share the gala's success and specifically how their contributions helped achieve those outcomes. This demonstrates the significance of their participation.

3. Express Gratitude in Different Ways:

Not all expressions of gratitude need to be formal. Casual acknowledgements, both public and private, also matter.

4. Keep it Timely:

Express your gratitude soon after the event while the experience is still fresh.

5. Encourage Ongoing Engagement:

Use this opportunity to express enthusiasm for their continued involvement.

Worksheet

Your Name: _____

1. Identify Each Board Member's Contribution

Write down each board member's name and identify their specific contribution to the gala.

Board Member's Name: _____

Contribution: _____

2. Gala Success & Impact

What were some key successes of the gala? How did the board member's contribution help achieve these outcomes?

Success: _____

Board Member's Impact: _____

3. Methods of Thanks

Identify at least two methods of thanks for each board member (e.g., private email, public acknowledgement at a meeting, handwritten note, small gift).

Method 1: _____

Method 2: _____

4. Draft Your Message

Draft a thank-you message for each board member that acknowledges their specific contributions, shows the impact of their work, and expresses enthusiasm for their continued involvement.

Draft Message: _____

5. Schedule Your Thanks

Determine when and how you'll deliver your thanks. Keep it timely—preferably within a week of the gala.

Date & Method: _____

Remember, showing appreciation is about more than good manners. It fosters a culture of gratitude and engagement, which can lead to continued enthusiasm and participation in future events.

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