

### Checklist of Material for Potential Board Members

Date: \_\_\_\_\_

Material Sent \_\_\_\_\_ (date) or given \_\_\_\_\_ (date) to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (w) (\_\_\_\_) \_\_\_\_\_ (h) (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

1. Information about your institution, program, and staff.

- Information portfolio about your organization
- Fact Sheet
- Brochure
- Selected newspaper or magazine articles
- Staff organization chart
- Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-up Date: \_\_\_\_\_

After a candidate has accepted services on your board:

- Board Member Information Form* to fill in and return
- Other

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\_\_\_\_\_