## Your Step by Step Guide to Creating a Giving Plan and Leaving a Legacy

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#### Worksheet 7.5

#### How You Did as a Donor

Take a few minutes to recall your giving and volunteering over the past year. Check any of the items below that describe your activities. Then go through the checklist again and put a star next to anything you would like to do differently in the coming year.

Volunteering
I volunteered each week or month (check one)
1–2 hours
3–5 hours
6–10 hours
11–16 hours
17–20 hours
21+ hours
I volunteered with the following organizations and did the following activities:
I increased my ability to assist the nonprofit sector by
Taking a class (for example, on how to be a board member, on fundraising, or for other skills)
Reading about nonprofit or community issues
Other:
Fundraising
I leveraged my ability to support organizations by
Learning about fundraising
Fundraising from individuals
Hosting events for nonprofits or politicians
Cohosting large events (for example, buying a table of seats and organizing friends to come)
Speaking as a donor at events to motivate others to give
Speaking to media about my giving
Other:

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Giving
I gave
Small amounts to many groups
Larger amounts to several groups
A balance of the two
I gave to
Too many groups
Enough groups
Not enough groups
As a percentage of income or assets I gave
Adequately
Less than I could have
More than I could really afford
I collected mail requests and gave to selected ones
As they came in
Monthly
Quarterly
Yearly
Not at all
I attended fundraising events
Once or twice
Quarterly
Monthly
More often
Not at all

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I generally gave
Anonymously
Using my name
Publicly if asked
Through a foundation or donor-advised fund where I won't be identified personally
I gave to the following number of issues or populations:
1–2
3-4
5–6
I evaluated where to give by
Checking their info on the Web or their e-newsletters
Reading annual reports, funding proposals, or direct mail pieces
Going on site visits or talking to staff
Attending briefings on the issues I give to
Talking to other funders and activists
Reading through groups' proposals
Checking with groups that evaluate nonprofits
Listening to my heart
Other:
Planning
I followed an overall giving plan that identified how much I would give of
Income
Assets
Time
My giving plan specified
My areas of focus
The types of organizations and strategies I want to support

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I reflected on my overall giving
At the beginning or end of the year
On a regular basis during the year (how often?)
Through drawing, writing, or talking with others
Through a formal evaluation process
I talked or consulted with the following people about my philanthropy
A financial planner or investment manager
An estate attorney
A friend or fellow donor
A mentor or philanthropic advisor
A development director
Foundation staff
An activist involved in the areas I give to
A donor support network
A wealth coach or personal coach
Other:
Identity and Community
I let others know I am
A donor, giver, or philanthropist
A volunteer or activist
A donor activist or donor organizer
I made some of my giving decisions
With others (partner, family, friends)
By talking with other donors who give to what I do
With other activists or community leaders at the decision-making table
Informed by other leaders and activists or donors or news
With support of a donor network or giving club

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Other:
Integration of Values
In addition to giving and volunteering, I expressed my values by
Loaning money to nonprofit organizations
Investing in socially responsible companies
Investing in community development loan funds and micro-enterprise funds
Practicing ways to live more simply
Protesting policies I don't believe in
Voting to get things changed or to preserve what I think is just
Other:
Overall I feel about my giving plan and process.
Next year I want to