

## Ten Questions a New Advancement Officer Should Ask

*It is not so much that you need specific answers to these questions immediately; it is that you need to know the general financial decision making process, the ways that information is shared. You need to know that, ultimately, you will need to know the answers and your principal will need to be able to answer them for you.*

- 1. What is the budget for my office? (Do I have an office?)** Do I have money for postage and printing; for a camera or a printer; for software or new hardware; for paper or ink? Is there money for professional development?
- 2. What revenue is expected from my office?** Is there a specific dollar amount? How does this amount compare to what was raised last year or the year before?
- 3. Who over sees other fundraising programs? (HSA, Eighth Grade, Athletics, etc)** To whom do these people report? Who approves their programs, their schedules, the allocation of their resources? Do we foresee changes in this system? Who would decide?
- 4. What are our funding priorities this year?** One, do we have a specific need which is to be addressed by my office and two, if money were to come in “over the transom” what would we do with it? Do we have elevator speech?
- 5. Who decides what those priorities are?** School Board? Parish Finance Committee? Principal? Who *knows* what those priorities are? The faculty and staff? School parents? Parishioners? Alumni?
- 6. Where do gifts go when the school receives them? Literally, where do they go?** Who opens the envelope and what happens to the check? Who deposits and records them?
- 7. Who thanks the donor for them?** Is there a database wherein we collect information about our donors? If so, who “owns” that data?
- 8. Who is currently allowed to solicit funds or items for the school or the parish?** For instance, the Women’s Club? The Athletic Council? To whom do they report? Is there currently any administrative control over any / all of these groups?
- 9. Does the school receive financial support from the parish?** From any other source? From a major donor? Who currently manages these relationships?
- 10. How much tuition assistance does the school give to school families?** Is this aid funded by donors? Am I responsible for raising the funds for this aid? Does the school give any aid that is “unfunded” and therefore results in a budget deficit?