

**Internal Case Materials  
Curriculum Building Block 1  
Major Giving Initiative Checklist and Workplan**

| <u>Case Materials</u>  | <u>Ready</u>             | <u>Revise</u>            | <u>Create</u>            | <u>Person(s) Responsible</u> | <u>Date Due</u> |
|--|--------------------------|--------------------------|--------------------------|------------------------------|-----------------|
| 1. Mission Statement   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 2. Vision Statement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 3. Values  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 4. Goals and Objectives (from station plan)                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 5. Program description(s)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 6. Community Outreach  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 7. Facilities description  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 8. Stories/statistics of impact  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 9. Description of governance   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 10. Staff lists (with resumes of key staff members (talent and management) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 11. Financial information (budgets, graphs, pie charts, narratives)        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |
| 12. Station history (founders, founding, heroes, lore)                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |                 |