

The Non-Profit Checklist Every Organization Needs to Stay on Track

If you need a simple way to remember everything needed to run your nonprofit smoothly, consider developing your own checklist. To help you out, here is a variant of the checklist Tina uses to help her set monthly priorities and keep operations on track for the following areas:



- ☐ 1. Board and Operations Planning
- ☐ 2. Data Management Planning
- ☐ 3. Financial Planning
- ☐ 4. Member and Communication Management Planning
- ☐ 5. Fundraising Planning
- ☐ 6. Volunteer Planning
- ☐ 7. Website Planning
- ☐ 8. Event Planning