

## DonorEdge® Board Attendance Worksheet

Organization Name: Advocate Safehouse Project  
 Date: 28-Jul-14

**Please see example at bottom of chart.**  
**Calculation for "Percentage of Board Member Attendance" for GivingFirst Profile.**  
 Calculate only for Governing Board.  
**STEP 1:** List dates for every full board meeting during last fiscal year in Column 1.  
**STEP 2:** List total number of board members for last fiscal year in Column 2.  
**STEP 3:** List number of board members attending each board meeting in Column 3. Use the Board Minutes as source of information for number of board members attending each month's board meeting.  
**STEP 4:** Input the "BOARD ATTENDANCE PERCENTAGE (%)" in the GivingFirst Profile. In the "Example", the "BOARD ATTENDANCE PERCENTAGE (%)" would be 69%.

COLUMN 1	COLUMN 2	COLUMN 3	
Board Meeting Dates	# Board Members	# Attending Board Meeting	% Board Member Attendance
1/24/2013	9	8	89%
2/27/2013	8	6	75%
3/22/2013	8	7	88%
4/24/2013	8	8	100%
5/22/2013	8	6	75%
6/26/2013	8	8	100%
7/24/2013	8	7	88%
8/25/2013	10	8	80%
9/19/2013	10	9	90%
10/17/2013	10	8	80%
11/7/2013	10	10	100%
12/19/2013	10	8	80%
<b>BOARD ATTENDANCE PERCENTAGE =</b>			<b>87%</b>

EXAMPLE:			
COLUMN 1	COLUMN 2	COLUMN 3	
Board Meeting Dates	# Board Members	# Attending Meeting	% Board Member Attendance
1/7/2003	15	8	53%
2/11/2003	15	9	60%
3/11/2003	15	6	40%
4/8/2003	15	8	53%
5/13/2003	15	10	67%
6/10/2003	15	12	80%
7/8/2003	15	12	80%
8/12/2003	15	11	73%
9/9/2003	13	8	62%
10/14/2003	13	13	100%
11/11/2003	13	12	92%
12/9/2003	13	9	69%
<b>BOARD ATTENDANCE PERCENTAGE =</b>			<b>69%</b>