

DonorEdge® Board Attendance Worksheet

Organization Name: Colorado Alliance for Environmental Education

Date: 8/14/2014

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
1/28/2013	11	9	82%
3/15/2013	11	7	64%
5/14/2013	11	8	73%
6/13/2013	11	9	82%
9/29/2013	11	7	64%
12/5/2013	11	8	73%
BOARD ATTENDANCE PERCENTAGE =			73%

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%
BOARD ATTENDANCE PERCENTAGE =			69%