



2019 Calendar

JULY 2018 – JUNE 2019

KEY

General Communication	Scholarship Stewardship
Presidential Stewardship	Financial & Impact Reporting
Signature Event	Communication Planning
Team Planning	Collaboration
Proposed Project	

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE		
Presidential Gift Acknowledgements + Miscellaneous Presidential Letters (weekly)													
Presidents Club Welcome Packets (monthly)													
Georgia Commitment Scholarship VP Acknowledgements (weekly)													
First Time Donor + Second Time Donor + Tag Mailed Acknowledgements (monthly)													
First Time Donor + FSR Donor Email Acknowledgements (weekly)													
Third Pillar Magnet Mailing (monthly)													
Tribute Acknowledgements (weekly)													
Birthday Cards (daily)													
CGS Recognition (monthly)													
FY18 Donor Event Preparation						Thank a Donor Day Event Preparation							
	FSR Donor Reception August 21, 2018		Presidents Club Reception September 28, 2018						Thank a Donor Day April 11, 2019				
Presidents Club Decal													
Honor Roll of Donors													
Football Sky Suite Briefings (weekly)													
Presidential Visit Briefings (as needed)													
Thanksgiving Stewardship													
Thank a Donor Day Stewardship													
FY19 Orientation			Encourage Scholarship Recipient Gratitude						Encourage GRADitude			FY20 Orientation	
FY19 Recipient Notification Letter			Thank View Videos Email Delivery			FY19 Gratitude Report Report Production			Thank View Videos Email Delivery				
Individual Stewardship (as needed)						Woodruff Scholarship Luncheon			Individual Stewardship (as needed)				
FY18 Endowed Faculty Impact Report Production				FY19 Endowed Faculty Impact Questionnaire									
Individual Impact Report Donor Determined				Individual Impact Report TBD									
Presidents Club Newsletter				Presidents Club Newsletter									
FY18 Endowment Report Report Production				FY19 Endowment Report Collect Unit Personalized Information									
Team Stewardship			Team Stewardship			Team Stewardship			Team Stewardship				
Stewardship Overview Closeout/Refresh		The Stew		Overview Refresh		The Stew		The Stew		Overview Refresh		The Stew	
Update DEV 101						Award Prep			Conference & Presentation Prep				
Strategic Planning & Proposal Writing (as needed)													
FY19 Roll-Out				FY20 Budget Planning				FY20 Planning & Evaluations					
Suit Up!													
								Proposed Top Tier Presidents Club Event					