

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE						
< Presidential Gift Acknowledgements + Miscellaneous Presidential Letters (weekly) >																	
FY20 Presidents Club Welcome Packets (monthly)																	
< Georgia Commitment Scholarship VP Acknowledgements (weekly) >																	
< CGS Welcome Packets and Recognition Preferences (monthly) >																	
FY20 First Time Donor + Second Time Donor + Tag + PAW Society Mailed Acknowledgements (monthly)																	
FY20 First Time Donor + PAW Society Email Acknowledgements (weekly)																	
FY20 Third Pillar Magnet Mailing (monthly)																	
< Tribute Acknowledgements (weekly) >																	
FY20 Birthday Cards (daily)																	
< Milestone + Special Stewardship (developing process) >																	
< FY19 Donor Event Preparation				Thank a Donor Day Preparation													
PAW Society Reception August 23, 2019		Presidents Club Reception October 11, 2019								Thank a Donor Day April 16, 2020							
Presidents Club Decal																	
Honor Roll of Donors																	
Football Sky Suite Briefings (weekly)						Regional Donor Events + Peabody Award Briefings											
< Presidential Visit Briefings (as needed) >																	
				Thanksgiving Stewardship Video Email + Popup Card Mailing								Thank a Donor Day Stewardship Video Email + Postcard Mailing					
FY20 Gratitude Report (Admissions + Units) Award Verification + Questionnaire						FY20 Gratitude Report Report Production											
PAWS to Say Thank You (Need-based) Fall Semester 2019								PAWS to Say Thank You (Need-based) Spring Semester 2020									
< Need-Based Scholarship Student Privacy Forms >																	
< SCUD ThankView Oversight >																	
								Woodruff Scholarship Luncheon				Woods Scholarship Ceremony					
< Individual Scholarship Stewardship (as needed) >																	
FY19 Endowed Faculty Impact Report Report Production								FY20 Endowed Faculty Impact Report Fund Verification + Questionnaire									
< FY19 Trustee Impact Report Data Collection + Report Production												FY20 Trustee Impact Report > Prepare for FY20 Report					
< Individual Impact Book Determined				Individual Impact Book TBD						Individual Impact Book > TBD							
				Presidents Club Newsletter								Presidents Club Newsletter					
FY19 Financial Endowment Report Report Production												FY20 Financial Endowment Report Collect Unit Personalized Information					
Team Stewardship				Team Stewardship				Team Stewardship				Team Stewardship					
		The Stew				The Stew				The Stew				The Stew			
FY20 Stewardship Overview Refresh						Overview Refresh						Overview Refresh					
< External Professional Development Presentations						External Professional Development Presentations >											
< Internal Presentations & Proposal Writing (as needed) >																	
						FY21 Communications Planning, Design, and Proofing											
						FY21 Budget Planning						FY20 Evaluations & FY21 Goal Setting					
< Collaborate with Departments & Units (as needed) >																	
								Proposed Top Tier Presidents Club Event									

Stewardship Communication	Scholarship Stewardship	Signature Event
Presidential Stewardship	Financial & Impact Reporting	Collaboration
Strategic Planning	Communication Planning	Team Stewardship