# 2021 Calendar

**JULY 2020 – JUNE 2021**

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
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<tbody>
<tr>
<td><strong>Development and Alumni Relations</strong></td>
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<tr>
<td><strong>Donor Relations and Stewardship</strong></td>
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### Presidential Stewardship
- FY21 Presidents Club welcome packet mailing (monthly)
- FY21 major donor birthday card email/ mailing (daily)
- FY21 scholarship stewardship ThankView (developing process)

### Donor Communication
- FY21 Presidents Club decal mailing
- FY21 Honor Roll of Donors
- PAWS and Presidents Club/major donor

### Event/Engagement
- FY20 summer semester gratitude report mailing
- FY20 fall semester gratitude report mailing
- Woodruff Scholarship Luncheon
- FY21 spring semester gratitude report mailing

### Financial & Impact Reporting
- FY20 financial endowment report mailing
- FY21 first time donor + second time donor + PAW Society + tag email acknowledgements (weekly)
- FY20 faculty verification + thank you collection
- FY21 faculty verification + thank you collection

### Scholarship Stewardship
- FY20 trustee impact report
- FY21 Stewardship Overview + strategic plan refresh
- FY22 Stewardship Overview + strategic plan refresh

### Internal Communication
- FY21 Fiscal Year Data Transition
- FY21 budget planning
- Team retreat
- FY21 evaluations & FY22 goal setting

### Management & Planning
- Presidential Stewardship
- Event/Engagement
- Scholarship Stewardship
- Internal Communication
- Financial & Impact Reporting

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*Calendar activities and dates are subject to change.*