

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE				
< Presidential gift acknowledgements + miscellaneous presidential letters + Georgia Commitment Scholarship letters as needed (weekly) >															
FY21 Presidents Club welcome packet mailing (monthly)															
< Cumulative Giving Society welcome packet mailing and recognition (monthly) >															
FY21 Third Pillar mailing (monthly)															
< Tribute gift notification mailing (weekly) >															
FY21 major donor birthday card email/ mailing (daily)															
< Milestone stewardship ThankView (developing process) >															
FY20 Presidents Club decal mailing															
FY20 Honor Roll of Donors															
<b>Campaign closing mailings: PAWS and Presidents Club/major donor</b>															
FY20 donor event preparation (Canceled)						Thank a Donor Day preparation									
PAW Society Reception (Canceled)			Presidents Club Reception (Canceled)						Thank a Donor Day April 2021						
Football Sky Suite Briefings (weekly)						Regional Donor Events + Peabody Award Briefings									
< Presidential Visit Briefings (as needed) >															
< Need-based scholarship student privacy forms >															
< ThankView oversight >															
< Individual scholarship stewardship (as needed) >															
< Gratitude Report award verification + thank you collection (Admissions/OSFA + units) >															
FY20 summer semester Gratitude Report mailing								FY21 fall semester Gratitude Report mailing				FY21 spring semester Gratitude Report mailing			
						Woodruff Scholarship Luncheon			Woods Scholarship Ceremony						
< Stewardship communication copy writing + coordination >															
FY21 first time donor + second time donor + PAW Society + tag email acknowledgements (weekly)															
< Website updates (as needed) >															
Thanksgiving stewardship Video/email + major donor mailing						Thank a Donor Day stewardship Video/email + major donor mailing									
< Endowment setup + stewardship recipient assignment + fund financial verification >															
FY20 financial endowment report mailing						FY21 endowment report personalization									
FY20 faculty report mailing								FY21 faculty verification + thank you collection							
FY20 trustee impact report															
< Individual impact book				Individual impact book											
Presidents Club Newsletter						Presidents Club Newsletter									
Team Stewardship (Canceled)		Team Stewardship				Team Stewardship				Team Stewardship					
< The Stew (monthly) >															
< FY21 Stewardship Overview + strategic plan refresh								Mid-Year Overview refresh				FY22 Stewardship Overview + strategic plan refresh >			
< Internal presentations + proposal writing (as needed) >															
< Advise departments on stewardship as needed (as needed) >															
FY21 Fiscal Year Data Transition															
						FY22 budget planning			FY21 evaluations & FY22 goal setting						
						Team retreat									

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