

Combined Charities 2015

Month	Date	Events	Tasks	Communications	Meeting Schedule	Ideas	Notes
March			Wrap Up, Survey Review & Planning	Letter to Mayor	Monthly		
April			Fundraising	Solicitation Letters for Money	Monthly-Conference Call		Not needed
May							
June			Incentive Prizes	Solicitation Letters for Prizes	Monthly-Conference Call	Solicit Employees	
			Contact MEA for Coffee Cards	Letter & Phone Call			Coffee Cards Tentative Yes
July	7/2/2015		Review of Work Plan	Work Plan	Monthly 7/2/15		
			Solicit for Steering Committee	Letter to Department Heads & Survey Respondents	Monthly-Conference Call		
	7/2/2015		Review of Pledge Forms	Online Solicitation of Prizes	Monthly-Conference Call		
August			Solicit Coordinators Update website Updating Dept's Information (Staffing)	Letter to Department Heads Posters/MEA request/Capt Coordinator Manuals & Forms.	Monthly-Conference Call		
September	9/16/2015	Coordinators and Captains Training	Campaign Kick-Off Solicit Departments for Prizes	Letters to Retirees Letter to Directors for Prizes Pledge Forms & Posters	Bi-Weekly @ City Hall	Leadership Event as a kick-off event	
October	1-Oct		Campaign	Newsletters Letter to Retirees	Bi-Weekly @ City Hall		
	15-Oct	Coffee Card Drawing					
	22-Oct	First Drawing					
	29-Oct	City Drawing					

November	12-Nov	Final Drawing				
	17-Nov	Capt & Coordinator Thank You			Bi-Weekly @ City Hall	
December				Survey of Coordinators	Bi-Weekly @ City Hall	
January					Monthly-Conference Call	
February					Monthly-Conference Call	
March			Wrap Up	Letter to Mayor	Monthly-Conference Call	