**Year End Campaign: Sample Calendar**

*July & August:*

* Stewardship visits with major donors
* Update phone calls to other donors & prospects

*September:*

* Organize training for staff and board members
* Establish donor list
* Update email list
* Draft fundraising letter and emails

*October:*

* Launch campaign
* Begin scheduling ask visits with major donors
* Campaign check-in call with board members and staff

*November*

* Continue ask visits with major donors
* Send fundraising letter
* Campaign check-in call with board members and staff
* Board members make thank you calls to the October-November donors

*December*

* Continue ask visits with major donors
* Send three fundraising emails
* Campaign check-in call with board members and staff

*January*

* Campaign victory party with board members and staff
* Board members make thank you calls to November-December donors
* Take notes for next year’s campaign