

SAMPLE TWO-WEEK CAMPAIGN SCHEDULE

	MON	TUE	WED	THUR	FRI
WEEK #1	Personally distribute Fund Drive brochures to all employees	Stage a kickoff		Host presentation by funds and federations, maybe at staff meeting	Remind co-workers to go to <i>ecfd.oregon.gov</i> and make their online donation
WEEK #2			Email reminder to employees that campaign will wrap up in two days	Host wrap-up event or lunch to close out campaign	Check status of work-site's giving through online portal; collect checks and cash pledged online