

Sample Charitable Fund Drive Planning and Campaign Schedule

	MON	TUE	WED	THUR	FRI
Week 1 PLANNING	Schedule a presentation or event tabling with umbrella groups. Assemble a small team of helpers.	Set a goal for your department/ agency (dollars raised, participation increase, both).	Ask for your manager's support of the campaign.		
Week 2 PLANNING	Make your pledge and be sure you know how the online pledge system works.		Check brochure quantities received from Campaign Management Team.		Meet with helpers to ask for help with distribution of posters and brochures.
Week 3 PLANNING			Hang posters around the office.	Send an email reminding co-workers about next week's kickoff event.	
Week 4 CAMPAIGNING	Personally (or with helpers) distribute a brochure to each employee.	Stage a kickoff event or presentation at staff meeting.	Hang flyers with impacts of Fund Drive charities are making.	Remind co-workers (with email or word of mouth) to go to ecfd.oregon.gov and make their payroll donation.	
Week 5 CAMPAIGNING	Fun activity to call attention to the campaign.		Email reminder to employees that the campaign will wrap up in two days; include an update on progress toward goals.		Host a wrap-up event or lunch to close out the campaign and thank donors. Send a couple of emails throughout the day to let people know how the campaign is going.
Week 6 WRAP-UP	Check status of worksite giving through online portal.		Collect all check donations pledged online.	Tally up donations received and send to Campaign Management Organization.	
Week 7 WRAP-UP		Send an email to all staff reporting the final total dollars raised, whether goal was achieved, and reminder that staff can still make a pledge.	Send thank-you emails or notes to your helpers for their assistance.		