

Chapter Chair Duties

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Attend CRC</p> <p>Schedule Chapter Donor Recognition Night by Dec. 31 for last year's donors</p> <p>Order certificates from Headquarters by Nov. 15</p>	<p>Attend CT</p> <p>Recruit volunteers by Nov. 1 and submit list for PAOE points</p> <p>Contact Major Donor prospects for budgets</p>	<p>Monthly listings for YTD donors in newsletters and chapter meetings</p> <p>Contact new SYBUNTS</p> <p>Contact chapter officers for FC contributions (deadline Nov. 15)</p> <p>PAOE: Scholarship Goal!</p>	<p>Contact PC, GC and Major Donors</p> <p>Order Volunteer Calling Kits from Headquarters</p> <p>Full Circle Deadline November 15</p>	<p>Monthly listings of YTD donors</p>	<p>Prepare for spring fundraisers</p> <p>Monthly listings of YTD donors in newsletters and chapter meetings</p>	<p>Prepare for March Calling Campaign</p> <p>Order Volunteer Calling Kits from Headquarters</p> <p>Monthly listings of YTD donors</p>	<p>Second Calling Campaign</p> <p>Monthly listings of YTD donors</p>	<p>Contact PC, GC and Major Donors who have not renewed support</p> <p>Prepare for May Calling Campaign</p> <p>Contact Employees about matching program</p>	<p>Third Calling Campaign</p> <p>Monthly listings of YTD donors</p> <p>Special Event??</p>	<p>Fourth Calling Campaign to remaining Honor Roll and above LYBUNTS</p> <p>ALL contributions to Headquarters by JUNE 30</p> <p>GREAT JOB! THANK YOU!!</p>

RVC Duties

<p>Confirm scheduling of Donor Recognition</p>	<p>Confirm Volunteer Committee</p> <p>Confirm contact with PC, GC, prior Major Donors, and Major Donor prospects</p>	<p>Confirm receipt of Action Plan</p> <p>Confirm Nov. Calling Campaign</p>	<p>Contact with Expo Exhibitors</p> <p>Confirm submission of FC Worksheet to Headquarters – Deadline November 15</p>	<p>Confirm monthly listings of donors</p>	<p>Confirm RPN</p> <p>Confirm scheduling of spring SE and breakdown of donations</p>	<p>Confirm March Calling Campaign</p> <p>Confirm monthly newsletter listing of donors</p>	<p>Confirm plans to contact PC, GC, prior Major Donors, and prospects</p>	<p>Confirm contact of employees for matching program</p> <p>Confirm May Calling Campaign</p>	<p>Confirm status of LYBUNT calls</p>	<p>Confirm amount raised and sent in</p>
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Headquarters' Duties

<p>Send past and present RP Chairs and Chapter Pres donor recognition sheets</p>	<p>Mailing: Chair's letter to Chapter BOG</p> <p>Start monthly summary reports to Chairs</p>	<p>Journal: Honor Roll</p>	<p>Mailing: PC, GC and Donors invited to President's Luncheon</p>	<p>Mailing: End of the year tax solicitation</p>	<p>Prepare for Winter Meeting</p>	<p>Mailing: LYBUNTS</p> <p>Mailing: SYBUNTS</p>	<p>Mailing: Matching Gift Letters and lists to Chapter Chairs</p> <p>Mailing: Dues bill reminder to LYBUNTS</p>	<p>Coordinate calls and follow up campaign with chapters</p>	<p>Mailing: Last appeal to all remaining LYBUNTS</p>	<p>Call Chapter Chairs to verify status of goal</p> <p>Confirm amount raised and sent in</p>
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