

Monthly Development Checklist

Month:

Date Completed	Item
1. 2.	Donor Acknowledgement <ol style="list-style-type: none"> 1. Update thank you letter text 2. Email Board members with names/phone numbers of donors to thank from previous month 3.
1. 2.	Website <ol style="list-style-type: none"> 1. Update front page and other pages as needed 2. Pull stats report to see the number of hits 3.
1. 2. 3.	Grants <ol style="list-style-type: none"> 1. See which deadlines are coming up 2. Check to see if any follow-up is needed on outstanding proposals 3. Check to see if any reports are due 4.
1. 2. 3.	Major Donors <ol style="list-style-type: none"> 1. Review your list of top 10 donors 2. Choose 2 to visit during the coming month 3. Schedule visits 4.
1. 2.	Lapsed Donors <ol style="list-style-type: none"> 1. Pull list of 13-month Lapsed donors and send hand-written cards 2. Call those who have renewed during the month to thank them 3.
1. 2.	Monthly Giving Club <ol style="list-style-type: none"> 1. Run electronic payments for club members 2. Contact members who are more than 2 months behind. 3.
1.	Special Events <ol style="list-style-type: none"> 1. What activities need to happen this month in support of upcoming special events? 2.
1.	Newsletter & Direct Mail <ol style="list-style-type: none"> 1. What activities need to happen this month in support of upcoming newsletters or direct mail appeals? 2.