

WALTON HIGH SCHOOL COMMUNICATIONS CALENDAR

1st Quarter 2015

	JANUARY	FEBRUARY	MARCH
1	Jene' to remove tax receipt and end-of-year giving info from website. ADD the new donor list (from July 1,2014 - December 31, 2014)		
2			
3		Foundation 411 - Greg Fleenor's Video, Bldg Update, Donor Update & Link, Participation Thermometer	Foundation 411 - Sabra's Video, Rising 9th grade night
4		Carpool Handout - Debra and Sandra	Carpool Handout - Debra and Sandra
5		Distribute Magnets - Debra and Sandra; Pick up checks, make copies	Distribute Magnets - Debra and Sandra; Pick up checks, make copies
6		Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations
7			
8		Jenn deadline for new list of donor thank you's to Jene' for website and Sallie for "411"	Jenn deadline for new list of donor thank you's to Jene' for website and Sallie for "411"
9		Send 411 updates to Sallie by Noon	Send 411 updates to Sallie by Noon
10		Foundation 411 - Parent Video, How to.....give, corporate matching; Board of Trustees Meeting - 4-5:30 pm in Media Center	Foundation 411 - Let's go! Groundbreaking Event, Student Video #2 - Foundation Meeting - 4-5:30 pm in Media Ctr
11			
12		Distribute Magnets - Debra and Sandra; Pick up checks, make copies	Distribute Magnets - Debra and Sandra; Pick up checks, make copies
13	Foundation 411 - What If We Didn't have Foundation...(from Judy), Health & Wellness Video, Bldg Update; Foundation Meeting - 4-5:30 pm in Media Ctr	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations
14			
15			
16	Three "Ask" Letters delivered to printer.		
17		Foundation 411- Tina Link's Video, Bldg Update, Participation Thermometer	Foundation 411- Bldg Update, Participation Thermometer
18		Carpool Handout - Debra and Sandra	Carpool Handout - Debra and Sandra - IDEAL date for Ground-Breaking Ceremony (Class of 2018 Only)
19	Pick up letters and envelopes from printer.	Distribute Magnets - Debra and Sandra; Pick up checks, make copies	Distribute Magnets - Debra and Sandra; Pick up checks, make copies
20	Letter Stuffing & Mailing (Marietta Post office for Bulk Mail service)	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations
21	Create Open House Card: Kroger/Publix Information, Stop by for beverages, Campaign Kick-Off Info, register for "411" in media center		
22		Jenn deadline for new list of donor thank you's to Jene' for website and Sallie for "411"	Jenn deadline for new list of donor thank you's to Jene' for website and Sallie for "411"
23	Purchase Items for Open House (beverages, paper goods, etc.)	Send 411 updates to Sallie by Noon	Send 411 updates to Sallie by Noon
24		Foundation 411 - Not so- address urban legends, Student Video #1	Foundation 411 - Judy's Video, Wrap UP - where we are, never too late to give
25			
26	Send "411" Information to Sallie	Distribute Magnets - Debra and Sandra; Pick up checks, make copies	Distribute Magnets - Debra and Sandra; Pick up checks, make copies
27	Foundation 411 - Join us at Open House for beverages & support our campaign, What If We Had Everyone's Support...from Judy	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations	Drop off checks to Nichole, drop off copies to Jenn and update Jene' on new donations
28	Open House. Campaign Kick-Off!! - Judy makes announcement in 1st period for Foundation		
29			
30			
31			Foundation 411 - Groundbreaking Ceremony Info

Foundation 411

Action Needed from both Board and Fundraising

Action needed from Board Member

Action needed from Fundraising Team

Foundation Board Meeting Notices