

		Dates	Arch/Diocesan/Foundation Partner	Participating Organizations	Dates
Continue communications with all participating organizations and diocesan community using templates from #iGiveCatholic.	Identify and solicit potential corporate sponsors or private donors for incentive prizes or matching gifts.	March-April	Assemble internal team including volunteers to drive effort from arch/diocesan/foundation side	Read all materials from arch/dioceses/foundation regarding #iGiveCatholic	June
		April-May	1. Begin communicating #iGiveCatholic information and participation to all parishes, schools and ministries, including Save the Date 2. Email and mail organizations the Invitation to Participate packets	Assemble committee of two to six people-staff and volunteers-to assist with the effort	June-August
		May	1. Plan and schedule any training, kickoff or giving day events for participating organizations 2. Meet with influencers in arch/diocese 3. Submit press release	Determine project for 2020, set communications and social media strategies and timelines, create video for profile page	July-August
		12-Jun	Get commitment form, ministry list, graphic images and payment to #iGiveCatholic before this date	Attend any in-person trainings from arch/diocese/foundation and watch pre-recorded #iGiveCatholic trainings	August
		16-Jun	Network-wide kickoff call/training for diocesan/foundation partners at 2 pm CT	Organization registration opens. Enter banking information for verification.	17-Aug
		14-Jul	Diocesan/foundation office hours training at 2 pm CT Re:Your dashboard,gift collection,other basics, Q&A	Organization first training webinar at 2 pm CT	18-Aug
		11-Aug	Diocesan/foundation office hours training at 2 pm CT Re: Organization Registration, bank verification, sponsors, Q&A	Update donor/parent/parishioner database. Draft communications-social media posts about giving day	September
		15-Sep	Diocesan/foundation office hours training at 2 pm CT Re: Landing page, offline gifts, peer-to-peer fundraising, matching gifts, Q&A	Update profile page with story, video, donation levels, etc.	September-October
		13-Oct	Diocesan/foundation office hours training at 2 pm CT Re: Registration close, donation info, reporting, Q&A	Organization registration closes. Plan your "thank you" to send by 12/8.	31-Oct
		10-Nov	Diocesan/foundation office hours training at 2 pm CT Re: Prizes, Advanced Giving, Giving Day, Q&A	Organization second and final training webinar at 2 pm CT...This is a Wednesday	4-Nov
		16-Nov	Advanced Giving Day Phase Begins!		16-Nov
		1-Dec	#iGiveCatholic on #GivingTuesday!		1-Dec

Promote the giving day project using your regular and new methods! Include the direct web address of your page to donors/community.