

<u>Month</u>	<u>Activity</u>	GAPS
December 2019 (Head Start)	Follow up with previous alumni <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps Plan Senior Program <ul style="list-style-type: none"> <input type="checkbox"/> Finalize Content <input type="checkbox"/> Order Books (optional) <input type="checkbox"/> Finalize Dates <input type="checkbox"/> Finalize Location/hosts <input type="checkbox"/> Finalize Invite List <input type="checkbox"/> Send out Invitations Send Alumni Prayer Letter <ul style="list-style-type: none"> <input type="checkbox"/> Create Mail Chimp Account/List <input type="checkbox"/> Download Alumni List from Portal <input type="checkbox"/> Import list to MailChimp <input type="checkbox"/> Add any other alumni emails you have <input type="checkbox"/> Download Alumni MailChimp Templates <input type="checkbox"/> Personalize Templates to your school <input type="checkbox"/> Create December Alumni Prayer Letter <input type="checkbox"/> Send Prayer Letter Enter Baseline GAPS Data <ul style="list-style-type: none"> <input type="checkbox"/> Enter number of graduating students <input type="checkbox"/> Enter AFR # <input type="checkbox"/> Enter chapter context and staff names <input type="checkbox"/> Enter Graduating Students (into Log or Incentive Document) 	
January 2020 (Head Start)	Follow up with previous alumni <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps Launch Senior Program <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <input type="checkbox"/> Do Ask when appropriate Thank Chapter Account donors <ul style="list-style-type: none"> <input type="checkbox"/> Get Donor list from portal/Donor Elf/Karani <input type="checkbox"/> Write Thank Yous <input type="checkbox"/> Log Thank Yous Update GAPS Data <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document) 	
February 2020	Follow up with previous alumni	

(Head Start)	<ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Continue Senior Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <p>Schedule Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get list of graduating students (including December Grads) <input type="checkbox"/> Email, call or text to set up appointments <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
March 2020	<p>Follow up with previous alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Teach on Stewardship/Generosity (If did head start)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decide on structure to teach in <input type="checkbox"/> Decide on content <input type="checkbox"/> Prep content or invite guest <input type="checkbox"/> Deliver content or plan for it <input type="checkbox"/> Do ask <p>Continue Senior Program (If did head start)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <p>Begin Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Interview script/guide <input type="checkbox"/> Prep for appointments <input type="checkbox"/> Confirm appointments <input type="checkbox"/> Have appointments <input type="checkbox"/> Do ask <input type="checkbox"/> Log activity and next steps <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
April 2020	<p>Follow up with previous alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Teach on Stewardship/Generosity (If did head start)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decide on structure to teach in

	<ul style="list-style-type: none"> <input type="checkbox"/> Decide on content <input type="checkbox"/> Prep content or invite guest <input type="checkbox"/> Deliver content or plan for it <input type="checkbox"/> Do ask <p>Finish Senior Program (If did head start)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <input type="checkbox"/> Do ask <p>Finish Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Interview script/guide <input type="checkbox"/> Prep for appointments <input type="checkbox"/> Confirm appointments <input type="checkbox"/> Have appointments <input type="checkbox"/> Do ask <input type="checkbox"/> Log activity and next steps <p>Execute Class Gift Ask (If did head start) (if not connected to Senior Program)</p> <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
May 2020	<p>Follow up with previous alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Initiate Summer Day's Wage Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare LG announcement (or generosity teaching) <input type="checkbox"/> Get any materials (signups/commitment cards) <input type="checkbox"/> Make Ask at LG (or other program) <input type="checkbox"/> Record commitments <p>Finish Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Interview script/guide <input type="checkbox"/> Prep for appointments <input type="checkbox"/> Confirm appointments <input type="checkbox"/> Have appointments <input type="checkbox"/> Do ask <input type="checkbox"/> Log activity and next steps <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
June 2020	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up

	<ul style="list-style-type: none"> <input type="checkbox"/> Log activity and next steps <p>Follow up on Day's Wage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access commitment data <input type="checkbox"/> Follow up <p>Send Alumni Prayer Letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add any other alumni emails you have <input type="checkbox"/> Create May Alumni Prayer Letter <input type="checkbox"/> Send Prayer Letter <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
July 2020	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Prep for Stewardship/Generosity Teaching</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decide on structure to teach in <input type="checkbox"/> Decide on content <input type="checkbox"/> Prep content or invite guest <p>Follow up Day's Wage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access commitment data <input type="checkbox"/> Follow up <p>Thank Chapter Account donors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Donor list from portal/Donor Elf/Karani <input type="checkbox"/> Write Thank Yous <input type="checkbox"/> Log Thank Yous <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
August 2020	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Collect Day's Wage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decide on way to collect gifts <input type="checkbox"/> Report and Celebrate with students <p>Prep for Fall GAPS Activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Look ahead at calendar and start planning ahead <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)

September 2020	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Send Prayer Newsletter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add any other alumni emails you have <input type="checkbox"/> Create May Alumni Prayer Letter <input type="checkbox"/> Send Prayer Letter <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter new Baseline GAPS Data (2021 Graduates and 2021 AFR #) <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
October 2020	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Teach on Stewardship/Generosity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prep content or invite guest <input type="checkbox"/> Deliver content or plan for it <input type="checkbox"/> Do ask <p>Start Parent MPD</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create Large Group Announcement <input type="checkbox"/> Create Contact Card or Sign Up list <input type="checkbox"/> Plan for 2 LG announcements or other communication strategy <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add 2021 Seniors to Senior Log <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
November 2020	<p>Follow up with Alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Execute Parent MPD</p> <ul style="list-style-type: none"> <input type="checkbox"/> Give LG Announcement 2 times <input type="checkbox"/> Create Parent Letter <input type="checkbox"/> Enter Parent data into Karani/CRM <input type="checkbox"/> Send Letter <p>Prep for Senior Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select Content <input type="checkbox"/> Begin Planning Dates <input type="checkbox"/> Begin Planning Locations/hosts <input type="checkbox"/> Start Identifying Graduating Students (Including next December) <p>Update GAPS Data</p>

	<input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
December 2020	<p>Follow up with alumni</p> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Parent follow up</p> <input type="checkbox"/> Draft Follow Up Email <input type="checkbox"/> Send Follow Up Email <input type="checkbox"/> Do additional follow up as desired <p>Finalize Senior Program</p> <input type="checkbox"/> Finalize Content <input type="checkbox"/> Order Books (optional) <input type="checkbox"/> Finalize Dates <input type="checkbox"/> Finalize Location/hosts <input type="checkbox"/> Finalize Invite List <input type="checkbox"/> Send out Invitations <p>Send Alumni Prayer Letter</p> <input type="checkbox"/> Add any other alumni emails you have <input type="checkbox"/> Create May Alumni Prayer Letter <input type="checkbox"/> Send Prayer Letter <p>Update GAPS Data</p> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
January 2021	<p>Follow up with alumni</p> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Thank Chapter Account Donors</p> <input type="checkbox"/> Get Donor list from portal <input type="checkbox"/> Write Thank Yous <input type="checkbox"/> Log Thank Yous <p>Execute Senior Program</p> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <input type="checkbox"/> Do Ask when appropriate <p>Update GAPS Data</p> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
February 2021	Follow up with alumni

	<ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Continue Senior Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <p>Schedule Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get list of graduating students (including December Grads) <input type="checkbox"/> Email, call or text to set up appointments <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
March 2021	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Teach on Stewardship/Generosity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prep content or invite guest <input type="checkbox"/> Deliver content or plan for it <input type="checkbox"/> Do ask <p>Continue Senior Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <p>Begin Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Interview script/guide <input type="checkbox"/> Prep for appointments <input type="checkbox"/> Confirm appointments <input type="checkbox"/> Have appointments <input type="checkbox"/> Do ask <input type="checkbox"/> Log activity and next steps <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
April 2021	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Teach on Stewardship/Generosity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prep content or invite guest <input type="checkbox"/> Deliver content or plan for it <input type="checkbox"/> Do ask

	<p>Finish Senior Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <input type="checkbox"/> Do ask <p>Finish Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Interview script/guide <input type="checkbox"/> Prep for appointments <input type="checkbox"/> Confirm appointments <input type="checkbox"/> Have appointments <input type="checkbox"/> Do ask <input type="checkbox"/> Log activity and next steps <p>Execute Class Gift Ask (If did head start) (if not connected to Senior Program)</p> <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
May 2021	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Initiate Summer Day's Wage Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare LG announcement (or generosity teaching) <input type="checkbox"/> Get any materials (signups/commitment cards) <input type="checkbox"/> Make Ask at LG (or other program) <input type="checkbox"/> Record commitments <p>Finish Transition Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Interview script/guide <input type="checkbox"/> Prep for appointments <input type="checkbox"/> Confirm appointments <input type="checkbox"/> Have appointments <input type="checkbox"/> Do ask <input type="checkbox"/> Log activity and next steps <p>Finish Senior Program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to graduating students <input type="checkbox"/> Confirm with host(s) and guest(s) <input type="checkbox"/> Lead program <input type="checkbox"/> Do ask <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
June 2021	<p>Follow up with alumni</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect list of recent graduates

	<ul style="list-style-type: none"> <input type="checkbox"/> Call, text or email them to follow up <input type="checkbox"/> Log activity and next steps <p>Follow up on Day's Wage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access commitment data <input type="checkbox"/> Follow up <p>Send Alumni Prayer Letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add any other alumni emails you have <input type="checkbox"/> Create May Alumni Prayer Letter <input type="checkbox"/> Send Prayer Letter <p>Update GAPS Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update GAPS Activity and Results for this month (Class of 2020 & 2021, Stewardship, Parents & APS) <input type="checkbox"/> Give us a good GAPS story <input type="checkbox"/> Update Graduating Students (into Log or Incentive Document)
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