

		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 prizes or matching gifts to incentivize organizations to participate.	March-April	Assemble internal team including organization members to coordinate effort from arch/diocese/foundation side	Read all materials from arch/diocese/foundation regarding #iGiveCatholic	June	Promote the giving day project using your regular and new methods of communication! Include the direct web address of your #iGiveCatholic page to donors/community.	
		April-May	<ol style="list-style-type: none"> <li>1. Complete and send commitment form to #iGiveCatholic for 2021. <b>Last day to commit is MAY 28!</b></li> <li>2. Begin communicating #iGiveCatholic information and participation to all parishes, schools and ministries, including Save the Date</li> <li>3. Email and mail organizations the Invitation to Participate packets</li> </ol>	Assemble committee of two to six people-staff and volunteers-to assist with the effort. Identify and solicit donors, local businesses for possible matching gifts to encourage donations.	June-August		
		May	<ol style="list-style-type: none"> <li>1. Schedule any trainings or info meetings for participating organizations</li> <li>2. Meet with influencers in arch/diocese</li> <li>3. Submit press release to local publications</li> </ol>	Determine project for 2021, set communications and social media strategies and timelines, create video for profile page	July-August		
		11-Jun	<b>LAST DAY to submit graphics for landing page (hero images, supporting images and crest/logo files) to GiveGab</b>	Participate in trainings from arch/diocese/foundation; watch pre-recorded #iGiveCatholic trainings	August		
		22-Jun	Network-wide kickoff call/training for diocesan/foundation partners at 3 pm Eastern Time	Organization registration BEGINS! Enter bank account for verification, <b>if your arch/diocese requires this</b> .	16-Aug		
		13-Jul	Diocesan/foundation office hours training at 3 pm ET Re:Your dashboard,gift collection,other basics, Q&A	Organization first training webinar at 3 pm Eastern Time	24-Aug		
		10-Aug	Diocesan/foundation office hours training at 3 pm ET Re: Organization Registration, bank verification, sponsors, Q&A	Update donor/parent/parishioner database. Draft communications-social media posts about giving day	September		
		20-Sep	(A Monday!) Diocesan/foundation office hours training at 3 pm ET. Re: Landing page, offline gifts, peer-to-peer fundraising, matching gifts, Q&A	Update profile page with story, video, donation levels, bank account info <b>if your arch/diocese requires</b> , etc.	September-October		
		12-Oct	Diocesan/foundation office hours training at 3 pm ET Re: Registration close, donation info, reporting, Q&A	<b>LAST DAY to register to participate!</b> Plan your "thank you's" to send by 12/7.	3-Nov		
		9-Nov	Diocesan/foundation office hours training at 3 pm ET Re: Prizes, Advanced Giving, Giving Day, Q&A	Organization second and <b>FINAL</b> training webinar at 3 pm ET... <b>This is a Wednesday</b>	3-Nov		
		15-Nov	<b>Advanced Giving Day Phase Begins!</b>				15-Nov
30-Nov	<b>#iGiveCatholic on #GivingTuesday!</b>			30-Nov			