

# Lewis and Clark County Community Foundation

## Annual Calendar of Activities and Events

### January:

- Board meeting (elect new board members and officers)
- Adopt annual budget
- Begin Business Sponsor Campaign
- Begin annual report design
- Begin estate planning insert for IR
- Board database review and additions

### February:

- Development Committee meet & review fundraising plan
- Grants Committee meeting: review process
- Finish IR estate planning article; design LCCF ad
- Press release regarding election of board members and officers
- Annual report progress
- Update website

### March

- Annual report in layout phase, proofing
- Orientation for new board members
- Database updated
- Develop appeal letter

### April

- Final proof of Annual Report; Allegra begins printing
- Finalize April fundraising event
- Distribution of annual report and appeal letter
- Determine post-event fundraising outreach to targeted donors
- Grants Committee: publicity about granting cycle

### May

- Grants Committee helps solicit grant proposals
- Grant writing workshops?
- Board meeting
- Acknowledge grants that have been received

### June

- Update Grants Committee on grants received
- Summerfest taskforce meets to plan event; develop invitation list
- Found. Admin. keeps in touch with grant applicants regarding incomplete applications

### July

- July 1-deadline for grant applications
- Prepare summary & scoring sheet for Grants Committee to use in grant review
- Summerfest invitations designed/printed, other logistics carried out by taskforce
- Grants Committee meeting: make recommendations for grant awards
- Board meeting; Grants Committee makes grant award recommendations to Board
- Summerfest invitations mailed three weeks prior to event

### August

- Grant Awardees are notified
- Board invites friends and prospective donors to Summerfest
- Treasurer prepares grant award checks
- Grant awards announced at Summerfest; checks distributed
- Begin recruitment for Carroll College Intern

### September

- Carroll College internship begins; plan LCCF fall outreach events
- Board Chair begins strategic planning process and budget development
- Begin board recruitment
- By-Law and Policy Review
- On Broadway fundraising event planning; determine publicity and invitation list
- Invitations designed, printed and sent out

### October

- On Broadway event
- Update database
- Board meeting; plan for next year
- Operational planning
- Determine Board Officers
- Initiate fundraising plan for next year

### November

- End-of-Year appeal
- Continue Budget development
- IR charitable giving guide?
- LCCF tree for Festival of trees?
- Craft fundraising plan for next year

### December

- Preliminary Budget reviewed by Board
- New Board members elected
- Staff evaluation
- Board orientation preparation
- January Board meeting preparation