

**DECATUR EDUCATIONAL FOUNDATION  
PROGRAM PLAN AND  
2007 CALENDAR OF ACTIVITIES  
(Draft-12/12/06)**

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|--------------------|--|
| <b>January</b>     | <ol style="list-style-type: none"><li>1. Continue collection efforts for second year <b>Annual Support Campaign</b></li><li>2. Continue marketing <b>Major Projects</b></li><li>3. Begin planning for <b>Annual Donor Celebration</b></li><li>2.4. Close out <b>Annual Support Campaign</b></li><li>5. Elect new trustees</li><li>6. Issue applications for the <b>Small Grant Program</b> (spring round)</li></ol>  |
| <b>February</b>    | <ol style="list-style-type: none"><li>1. Award spring <b>Small Grants</b></li><li>5.2. Assign responsibilities school-year-end <b>Teacher Tribute Program</b></li><li>6.3. Review list/prepare letter for <b>School Vendor Campaign</b> (spring round)</li><li>7.4. Begin planning for spring <b>Alumni Solicitation</b></li><li>8.</li></ol>  |
| <b>March</b>       | <ol style="list-style-type: none"><li>1. Prepare materials/plans for school-year-end <b>Teacher Tribute Program</b></li><li>2. Conduct <b>School Vendor Campaign</b> (spring round)</li><li>3. Publish third <b>Alumni Association Newsletter</b> (Alumni Association)</li><li>4. Complete planning for <b>Alumni Solicitation</b></li><li>5. Complete plans/mail invitations for 2007 Donor Celebration</li></ol>   |
| <b>April</b>       | <ol style="list-style-type: none"><li>1. Prepare for the second <b>Annual Meeting</b> (June)</li><li>2. Conduct <b>Alumni Solicitation</b></li><li>3. Send second letter for spring <b>School Vendor Campaign</b></li></ol>  |
| <b>May</b>         | <ol style="list-style-type: none"><li>1. Launch school-year-end <b>Teacher Tribute Program</b></li><li>2. Publish slate of proposed officers for 2007-2008 (Nominating Committee)</li><li>3. Send second letter for spring <b>Alumni Solicitation</b>.</li></ol>   |
| <b>June</b>        | <ol style="list-style-type: none"><li>1. Conduct second <b>Annual Meeting</b></li><li>2. Organize for September activities</li><li>3. Develop/adopt 2007-2008 <b>Program Plan</b></li><li>4. Begin preparations for 2007 <b>Annual Report</b> to donors, school personnel, parents and others</li></ol>  |
| <b>July/August</b> | <ol style="list-style-type: none"><li>1. Review/augment master prospect list for the <b>Annual Support Campaign</b></li><li>2. Complete marketing plans for <b>Major Projects</b></li><li>3. Complete materials/planning for <b>Payroll Deduction Program</b></li><li>5. Begin planning for fall <b>Alumni Solicitation</b></li><li>6. Publish 2006-7 <b>Annual Report</b></li></ol>                                 |
| <b>September</b>   | <ol style="list-style-type: none"><li>1. Review board composition/invite new trustees</li><li>2. Review/edit/augment master prospect list and letters for the <b>Annual Support Campaign</b></li><li>3. Continue marketing of <b>Major Projects</b></li><li>4. Assign responsibilities for holiday <b>Teacher Tribute Program</b></li><li>5. Conduct internal marketing for the <b>Small Grant Program</b></li></ol> |

6. Launch fall round of the **Small Grant Program**
7. Conduct **Payroll Deduction Program**
8. Complete plans for fall **Alumni Solicitation**
9. Complete plans for **Alumni Support Campaign**
10. Restock marketing materials inventory (if needed)

**October**

1. Publish income statement and balance sheet for 2005-2006 (Audit Committee)
2. Complete work on the master prospect list and solicitation letters for the **Annual Support Campaign**
3. Complete plans/materials for holiday **Teacher Tribute Program**
4. Review list/setters for fall **School Vendor Campaign**
5. Launch fall **Alumni Campaign**

**November/  
December**

1. Launch **School Vendor Campaign** (fall round)
2. Launch **Annual Support Campaign**
3. File IRS form 990 (by 11/15)
4. Conduct holiday **Teacher Tribute Program** (following Thanksgiving)
5. Mail second letter to **School Vendors**
6. Mail second letter for **Annual Support Campaign**
7. Mail second letter for **Alumni Campaign**