

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Use this week to finalize your fundraising and communication plans	16	17	18	19	20
21	22 Distribute pledge forms, resource guides, and envelopes to all offices	23	24	25	26	27
28	29 Reach out to SECA managers to set up visits - <i>be welcoming!</i> They may also reach out to you.	30 Include SECA (kick-off info) in newsletters and/or intranet	31			

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Use this week to prepare: review talking points, hang posters, update intranet, etc.		1 Kick-off invitation email to Harrisburg area employees	2	3
4	5 Holiday	6 Start of campaign! OA email to all employees	7 Kick-off in Soldiers' Grove from 11am - 2pm	8 Send message from agency head or deputy (Kick-off rain date)	9	10
11	12 Brief bureau directors, chiefs, and supervisors this week	13 Host agency kick-off event within first 2 weeks (invite SECA managers and umbrellas)	14 OA email to all employees	15	16 Update agency progress on intranet or via email	17
18	19 Use this week to check in with field offices (are more SECA materials needed?)	20	21 OA email to all employees	22	23 Update agency progress on intranet or via email	24
25	26 Use this week to travel to field sites, if necessary	27 OA email to all Employees	28	29	30 Update agency progress on intranet or via email	

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Use the next 2 weeks to hold a contest or fundraiser	4 OA email to all employees	5 Send 2nd message from agency head or deputy	6	7 Update agency progress on intranet or via email	8
9	10 Holiday	11 OA email to all employees	12	13	14 Update agency progress on intranet or via email	15
16	17	18 OA email to all employees	19	20	21 Update agency progress on intranet or via email	22
23	24 Use this week to talk to employees for final push!	25	26 OA email to all employees	27	28 Campaign Ends Thank employees for their support!	29