

## Year at a Glance

January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
2013 year end financials	Audit prep	Audit prep	Audit prep	Board recruit	Report to anonymous FD grant				Strategic Planning session		
Reporting (Funding)	Service club outreach	Service club outreach	Service club outreach		AGM			Comm Outreach	Comm Outreach		
LOI/Grant Writing/ Proposals due	Strengthen Fund Holder Relations	Strengthen Fund Holder Relations	Strengthen Fund Holder Relations		Sam Steele Days	Market material eval. and develop	Market material eval. and develop	Philanth Week planning	Philanth Week planning	Philanth week	
Develop Youth project partnership	Develop Youth project	Develop Youth project	Develop Youth project	Youth project Start Date		Web site Eval	Web site Eval	Investors/ Donor luncheon/ info session	Investors/ Donor luncheon/ info session	Investors/ Donor luncheon/ info session	
Elk valley expansion follow up	Elk valley expansion follow up				Board recognition						
Business Outreach	Business Outreach	Business Outreach	Business Outreach								
Vital Signs planning	Vital Signs planning	Vital Signs Application	Vital Signs	Vital Signs	Vital Signs	Vital Signs	Vital Signs Materials Created	Vital Signs Material Created	Vital Signs Data Launch	Vital Signs Evaluation	
Cranbrook Gives prep	Cranbrook Gives prep	Cranbrook Gives prep	CBK Gives prep	CBK Gives prep				Cranbrook Gives prep	Cranbrook Gives prep	Cranbrook Gives event	Giving Tuesday
Opportunity Fund Drive Prep	Opportunity Fund Drive	Opportunity Fund Drive	Opportunity Drive	Opportunity Drive	Opportunity Fund Drive		Stand up for charity prep	Stand up for charity prep	Stand up for charity event	Giving Tuesday	Santa Claus Parade
CDCF Grant cycle prep	Call for grant application	Call for CDCF grants & selection	Grant Gala prep	Grant Gala							Grant reporting

Blue tiles indicate areas that the Fund Development Coordinator and the Fund Development Committee work collaboratively

Green tiles indicate areas that are primarily the responsibility of the Fund Development Coordinator

Blue tiles indicate areas that the Fund Development Coordinator and the Fund Development Committee work collaboratively  
Green tiles indicate areas that are primarily the responsibility of the Fund Development Coordinator