



## Fundraising and Development Compliance Calendar

Revised date: January 2020

Compliance partner: Steve Shipp

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>January</b>	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
<b>February</b>	Faculty/Staff Campaign	weekly		
	Info for BOR reports	quarterly		
	Distribution report, Donor report, Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
<b>March</b>	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
	Distribution report	monthly		
	Donor report	monthly		
	Monthly report- to VP	monthly		
<b>April</b>	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
	Distribution report	monthly		
	Donor report	monthly		
	Monthly report- to VP	monthly		
<b>May</b>	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
	Info for BOR reports	quarterly		
	Distribution report	monthly		
<b>June</b>	Donor report, Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
<b>June</b>	Distribution report	monthly		
	Donor report	monthly		
	Monthly report -to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		

	Faculty/Staff Campaign	weekly		
<b>July</b>	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>August</b>	Info for BOR reports	quarterly		
	Distribution report	monthly		
	Donor report, Monthly report- to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
<b>September</b>	Distribution report	monthly		
	Donor report, Monthly report -to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
<b>October</b>	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
<b>November</b>	Info for BOR reports	quarterly		
	Distribution report	monthly		
	Donor report	monthly		
	Monthly report	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		
<b>December</b>	Distribution report, Donor report, Monthly report - to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
	Faculty/Staff Campaign	weekly		