

## White Board Example

Office Activity	This Week	Upcoming (Next few weeks)	Mailings in Homes by:
Campus Ministry			
Catholic Charities	3 year comparison report		
Charlotte Catholic High School Capital Campaign			
Christ The King High School Capital Campaign			
Diocesan Foundation		Quarterly Statements Out	
Diocesan Support Appeal	Thank yous, monthly billing cards	Sybunt Letter	October 23rd
Eucharistic Congress		Thank yous	
FFHL Diocesan Capital Campaign	Monthly billing cards	Quarterly newsletter	October 2nd
Leadership Giving		Review donors and update database	
MACS Annual Fund	Ask letter		September 8th
Other Special Projects			
Parish Capital Campaigns			
Parish Stewardship			
Planned Giving	Catholic Heritage Society Invitations Out	Quarterly Newsletter	September 14th October 12th
Priest Retirement	Diocesan Mailing		September 8th
Seminarian Education Campaign	Dinner Invitation	Thank yous	September 11th
Special Collections - Combined Mission - International - National Mission			
St. Joseph Seminary Capital Campaign			
Triad Annual Fund		Ask Letter	September 25th