**Fundraiser Timeline**

**Three weeks before event:**

* Post about the upcoming fundraiser on your social media pages.
* Schedule out posts for two weeks before, one week before, and the days leading up to your fundraiser
* Ask your school district social media person to post about the fundraiser on the days leading up to the fundraiser.

**One week before event:**

* Email your mentors, mentee’s families, and previous donors about the upcoming Give Day. Send the link and “I Gave” social media image for them to use on their social media pages.
* Take pics of matches meeting (with proper image release forms in place) to show your donors who benefits from the fundraiser.
* Ask your superintendent or school admin to send an email out to the district or school about the upcoming Give Day and to consider giving to your TeamMates chapter.

**1 day before event**

* Send a reminder email to your mentors, mentee’s families, and previous donors.
* Ask your superintendent to tweet about the fundraiser and mention TeamMates.

**Day of event**

* Post at the beginning of the day, and the end of the work day with a reminder to give to your local chapter.
* Ask the school to post about the fundraiser with a link to the give page.

**Within one week of the event**

* Write a personal thank you to each donor who gave on your Give day.
* If the donor is not a mentor, ask them to consider becoming one!