

DONOR RECOGNITION AND CULTIVATION PLAN



\$1 - \$499

• Receive check, enter data into Excel, forward to ED	Within 2 days of receiving	RD Director
• Club thank you letter with Club bookmark.	Within 3 days of deposit	RD Director
• Personalized thank you letter from a Club member.	Within 3 days of deposit	RD Director
• Mail out year-end donation summary with Christmas card.	By 2 nd week of December	RD Director/ED

\$500 - \$999

• Receive check, enter data into Excel, forward to ED, Pres & VP alert	Within 2 days of receiving	RD Director
• Club thank you letter with Club bookmark.	Within 3 days of deposit	RD Director
• Personalized thank you letter from a Club member.	Within 3 days of deposit	RD Director
• Thank you phone call by 2 nd VP	Within 2 weeks of deposit	Board 2 nd VP
• Mail out year-end donation summary with Christmas card.	By 2 nd week of December	RD Director /ED

\$1,000 - \$4,999

• Receive check, enter data into Excel, forward to ED, Pres & VP alert	Within 2 days of receiving	RD Director
• Personalized thank you letter with Club bookmark.	Within 3 days of deposit	RD Director
• Personalized thank you letter from a Club member.	Within 3 days of deposit	RD Director
• General email <i>Thank You Alert</i> to Board of Directors.	Within 3 days of deposit	RD Director
• Thank you phone call by 1 st VP	Within 2 weeks of deposit	Board 1 st VP
• Recognize at a Board meeting or other special event.	Within 1 year of deposit	Board 1 st VP
• Club members deliver card or gifts.	Within 1 week of holiday	ED
• Mail out year-end donation summary with Christmas card.	By 2 nd week of December	RD Director/ED

\$5,000 - Up

• Receive check, enter data into Excel, forward to ED, Pres & VP alert	Within 2 days of receiving	RD Director
• Personalized thank you letter with Club bookmark.	Within 3 days of deposit	RD Director
• Personalized thank you letter from a Club member.	Within 3 days of deposit	RD Director
• General email <i>Thank You Alert</i> to Board of Directors.	Within 3 days of deposit	RD Director
• Planned personal visit with donor by President and Board Chair (deliver Club gift).	Within 2 weeks of deposit	RD Director
• Recognize at a Board meeting or other special event.	Within 1 year of deposit	President
• Club members deliver card or gifts for special event	Within 1 week of holiday	ED & President

• Mail out year-end donation summary with Christmas card.	By 2 nd week of December	RD Director/ED
• Add logo to BGCAA website.	Within 3 days of deposit	RD Director