**Data2Donors Calendar**

**Part 1: Finding Lost Alumni. Y**ou will work hard to get as many good addresses into your database as possible. ***October-February***

**Part 2: Identifying Potential Major Donors.** You will work on running your data through Alumni Funder and WealthEngine. ***February - May***

**Part 3: Advancing Major Donor Fundraising.** You will learn how to use the results of WealthEngine to aid in major donor fundraising, and end the program with learning how to maintain your good data habits. ***May-June and September***

1. One-on-one Calls with Julia (Orientation) September/October

* Review your application and set organizational goals
* Review Syllabus, Review first Assignments
* Receive Data2Donor Book

1. Kick-Off at the Conference Tuesday, October 24th
   * Workshop 1: Overview “No More Dusty Records”
   * Workshop 2: Use of Volunteers/Volunteer management
   * *Please plan on bringing your director to the first part of this training, and perhaps both.*
2. Webinar: “Get Good Data” Tuesday. Nov 14th, 1 pm ET

**Homework:**

* + Start unearthing old records and enter them into your database
  + Read and work on Chapter 1 and 2
  + Submit Progress report on Wufoo, finished “State of the Data” (Submit by Nov 8th)
  + Flag D2D all new addresses updated or found

1. Check in calls with Julia Tues/Wed. Dec. 12-13th,
2. Webinar: “Clean Your Data” Tues. Jan. 9th, 1 pm ET

**Homework:**

* Read Chapter 3
* Submit Progress Report on Wufoo by Jan 7th
* Submit number of records you estimate you will submit to Allison by 7th

1. Webinar: “AlumniFinder Data Out” Tues. Feb 6th, 1 pm

**Homework:**

* + Read Chapter 4
  + First week in February –see if you can get the data out in and into D2D template.
  + Optional: First week in Feb – Contact Allison to schedule time with Kevin for consultation
  + **Required: Data emailed to Allison by Wednesday, February 14th, by 4 pm**
  + FYI: Data returned by AlumniFinder by Wednesday, Feb. 28

1. Webinar “AlumniFinder Data In” Tues. March 6th, 1 pm

**Homework:**

* Read Chapter 4
* First week in March – Contact Allison to schedule time with Kevin for assistance getting data back into your database and advice
* March 20 –get your data back into your databases (some may need this extra time because there is some manual review of data required)

1. Webinar “WealthEngine Data Out” Tues. March 27th, 1 pm ET

**Homework:**

* + Read Chapter 4
  + 1st week in April – contact Allison to schedule time with Kevin to get data out
  + **Required: Data emailed to Allison by April 12, 4 pm**
  + FYI: Data back to you by April 26th

1. Webinar “WealthEngine Data In” Tues. May 1st, 1 pm ET

**Homework:**

* Read Chapter 4
* First week in May - contact Allison to schedule time with Kevin for help getting data back into your database

1. Webinar: “Know Your Data to Know your Donors” Tues. May 15, 1 pm ET

**Homework:**

* + Read Chapter 5
  + Submit Progress Report on Wufoo by May 10th

1. Webinar: “Major Donor Fundraising” Tues. May 29, 1 pm ET

**Homework:**

* + Read Chapter 6
  + Submit top 20 prospects list
  + Submit Progress Report on Wufoo by May 24th

1. Webinar: Do the Celebratory Data Dance” Tues. June 12, 1 pm ET

**Homework:**

* Read Chapter 7

1. Check in Call with Julia Second week of Sept, TBA

* Check in on organizational goals, top prospects, additional training or support needed, next steps, reminder of report needed in 2019.