

PLANNING CALENDAR

FUNDRAISING/ENDORSEMENTS



YOUTH ART MONTH®
COUNCIL FOR ART EDUCATION®

		Date Completed
<p><u>September</u></p> <p><i>Establish Goals</i></p>	<p><i>For example:</i></p> <ul style="list-style-type: none"> ✓ <i>Increase fundraising events by 25% across the state.</i> ✓ <i>Increase donations/sponsors for events by 30%.</i> ✓ <i>Increase endorsements by 10%</i> 	<hr/> <hr/> <hr/>
<p><u>October</u></p> <p><i>Distribute Materials</i></p> <p><i>Initiate Fundraising</i></p> <p><i>Obtain Proclamations and Endorsements</i></p>	<ul style="list-style-type: none"> ✓ <i>Distribute "How to" materials to art educators and local coordinators. Also, post on your state art ed association website (TIP: these materials are also here and here).</i> <p style="margin-left: 40px;"><i>Funding Tracking Sheet</i></p> <p style="margin-left: 40px;"><i>Issuing and using a Proclamation/Endorsement/Certificate of Recognition</i></p> <p style="margin-left: 40px;"><i>Sample Letter</i></p> <ul style="list-style-type: none"> ✓ <i>Initiate fundraising. Sell student art or have fundraisers like chili or soup bowl dinners. Contact local businesses to see if they will help "sponsor" exhibits (examples include local banks, art stores, restaurants, libraries, and other retailers)</i> ✓ <i>For simpler funding tracking, create an online Google Survey Form that can be distributed to local coordinators to track expenses and income from fundraising.</i> ✓ <i>Use sample letters here to pursue the Governor's Proclamation and Endorsements from the Mayor, State Representatives, members of Congress, School Superintendent, and other local officials.</i> ✓ <i>Create special materials with logos to use for promotion and fundraising (Buttons, Letterhead, Balloons, Posters, Pens, Postcards)</i> 	<hr/> <hr/> <hr/> <hr/> <hr/>

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November - February
Continuing Fundraising

- ✓ Schedule local, district, and regional fundraising events.
- ✓ Document activities through photos, newspaper articles, web articles, video, radio/TV, and other local publications.
- ✓ For simpler tracking of Activities and Media, create an online Google Survey Form that can be distributed to local coordinators to track events, media coverage, as well as funding.

March
Continue Fundraising
Youth Art Month

- ✓ Statewide exhibit takes place. Recognize donors and dignitaries at event.
- ✓ Document activities through photos, newspaper articles, web articles, video, radio/TV, and other local publications.
- ✓ For simpler tracking of Activities and Media, create an online Google Survey Form that can be distributed to local coordinators to track events, media coverage, as well as funding.

April/May
Continue Fundraising
Submit Documentation

- ✓ Document activities with photos, newspaper articles, web articles, video, radio/TV, and other local publications.
- ✓ For simpler tracking of Activities and Media, create a Google Survey Form that can be distributed to local coordinators to track events, media coverage, as well as funding.
- ✓ Submit area documentation to State Chairperson.
