

**MAJOR RESPONSIBILITIES, TIME COMMITMENTS, AND CALENDAR
FOR THE
MAJOR GIFTS CAMPAIGN CHAIRPERSON**

<u>No. Meetings</u>	<u>Date</u>	<u>Duties</u>
_____	_____	ATTEND ORIENTATION AND CAMPAIGN PLANNING MEETING
_____	_____	RECRUIT CO-CHAIRPERSONS FOR CORPORATIONS, FOUNDATIONS AND INDIVIDUALS
_____	_____	ATTEND YOUR CO-CHAIRPERSONS ORIENTATION MEETING (S)
_____	_____	ATTEND YOUR CO-CHAIRPERSONS' KICK-OFF MEETINGS FOR THEIR RECRUITED SOLICITORS WHO WILL SELECT THEIR PROSPECTS
_____	_____	MAKE YOUR OWN GIFT TO THE CAMPAIGN
_____	_____	ATTEND CAMPAIGN PROGRESS AND REPORT MEETINGS CONDUCTED BY THE CO-CHAIRPERSONS
_____	_____	HAVE FINAL REPORTS FROM YOUR CO- CHAIRPERSONS PRIOR TO THE END OF THE CAMPAIGN