

# Monthly fundraising activity template



When organising larger fundraising campaigns, it's important to keep your team updated on various parts of the project. This may mean you need to have a more detailed plan in place than the yearly Fundraising Plan. You can use this template to break the plan down into separate months, for more detailed action plans for specific members of the team.

Activity for June	Who?	Date	Action
Following up on planning permission decision	Sara	1st	Keep track of the decision expected to be received in our info@stjameschurch inbox by 1st June. When it arrives, Sara will let everyone know straight away. But if it hasn't been received by 7th June, Sara will chase the council contact.
Signature on fundraising letters to local businesses	Keith/ Rev Smith	13th	Assuming planning permission has been received, Keith to ensure letters are hand signed by Rev Smith.
Send fundraising letters	Keith	15th	Mailing of prepared letters/emails to the agreed list of local businesses that could support us.

## Want to find out more?

Please visit our Fundraising Hub for the latest updates, advice and resources for your church.

[www.ecclesiastical.com/churchfundraising](http://www.ecclesiastical.com/churchfundraising)

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