

MEMORANDUM

TO: Staff
FROM: DIRECTOR
DATE: 11/2/03
SUBJECT: Weekly Activity Report

1. Completed This Week

- Began calling Lybunts
- Phoned Marilyn
- Plugged calling calendar into projections/goals sheet
- Worked on Monthly report
- Hired 10 students
- PTO Thursday
- My advance is still broken and I was limited this week (have request into Jim)
- Late night calling shift Sunday

2. Activity Next Week

- Print Gold grad and Gold u-grad 99-02. Call after-homecoming test pop.
- Day calling shift Tuesday
- Make sure Donna cashes Petty Cash check so I can go to the store
- Thank you letters for TM incentive donations
- Send letters for bad credit numbers to date
- Produce Monthly Report
- Work on Goals w/ Stacy
- Work on getting through stewardship items from TM

3. Results to Date

- I can't get these right now. Will send asap.

4. Results to Date from Nightly Report

- 1571 pledges, \$121,096 pledged (last week)
- 2172 pledges, \$161,821 pledged (this week)
- 38% change in donors, 34% change in dollars

5. Recruitment

- 51 fully trained callers (6 on drama crew)
- 2 for training 3 and 1 shift this week
- 10 hired-this will be the last week for training.

6. Agenda Items for Next Meeting

- Setting Goals for the year based on projections
- Plan for the advancement move and TM