

Campaign 2011
Weekly Status Report
For week ending ____ / ____ / ____

Cabinet Member:

Team:

Team Meeting Dates	Purpose of Meeting	Meeting Assignments/Goals	Comments

Accomplished this week

(Task)
(Task)
(Task)

Planned for next week

(Task)
(Task)
(Task)

Issues / Risks Identified

Status to Report to Cabinet Chair

Support from Office Needed (materials, brochures, letters, etc.)

Goal setting within each team should be related to number of calls, confirmed presentations scheduled, new donors, etc. or internal financial goals.