

FUNDRAISING SCHEDULE

First/Second Week of November – “Planning”

- Pray.
- Set a time and invite your friends who want to raise funds for the conference to a "letter writing party" the next week (that is, the week *before* Thanksgiving). Encourage everyone to begin brainstorming names of people to ask. Most people want to give; they simply need to be asked. Think about: family and other relatives (local and out-of-state), friends, businessmen (Christian and non-Christian), churches (talk to the pastor first!), Sunday school classes, men's and women's groups, missionary committees, youth groups, Cru staff, and faculty. Prioritize by writing those most likely to give first.

Second/Third Week of November – “Writing”

- Pray.
- Have a "letter writing party." Each person should bring a list of names. Make the party fun with music and food.
- Take time to pray together as a group.
- Use the sample fundraising letter provided on the website as a guide.
- Consider meeting at someone's home who has a computer. It would be ideal to have all the letters typed up and in envelopes that night. However, you should at least shoot for having all the envelopes addressed (this can take the most time) and make sure each student has a sample letter they are going to type up on their own.

Fourth Week of November – “Sending”

- Pray.
- Finish up any last minute letters.
- Happy Thanksgiving!
- **MAIL ALL LETTERS ON THE SATURDAY AFTER THANKSGIVING.**

First Week of December – “Thanking”

- Pray.
- CHECK your mailbox! Thank God for answered prayer.
- WRITE a brief, warm, thank you note *immediately* after their gift is received. Don't wait!
- See the note below entitled “Important Reminder” to find out what to do with the checks you have received. **Donors must make checks out to “Cru”** in order for them to receive a tax-deductible receipt.
- In January, you might want to consider sending all donors a letter about how God used the conference in your life!

Second Week of December – “Calling”

- Pray.
- CALL those you haven't heard from yet. Remember, many people are planning on giving but are busy during the holidays and just need to be reminded.

Third Week of December – “Wrapping up”

- Pray.
- Call back anyone you haven't gotten hold of yet.
- Bring any other checks you receive with you to the conference.

Important Reminder - Even if you raise support, you still need to register online and meet the necessary guidelines in order to receive your discount. Feel free to send your support checks as your initial deposit or your full payment. Checks made payable to "Cru" by a donor will be tax-deductible. If you're mailing your checks to us, please clearly indicate which of your checks are from donors. Any other checks (such as those written by you to pay part of the cost) should be made payable to "Indy Christmas Conference." These checks are not tax-deductible.