

## Your Sponsor Communication Schedule

*Regular communication between you and your sponsor will keep each of you informed and ready for action, deadlines, and important events. Use the schedule below and seek input from your sponsor on a regular basis.*

Make time in your schedule to...	Weekly	Monthly	Annually
Make face-to-face contact with your sponsor director	✓		
Share a success story	✓		
Forward all notes of appreciation...fyi	✓		
Provide 1 page written overview of activities summarizing success stories		✓	
Share budget report (income to expenses)		✓	
Ask for advice on challenges		✓	
Refresh and review your Case for Support with your sponsor director			✓
Develop program budget			✓
Ask to be put on the agenda to make a presentation to the sponsor Board of Directors			✓
Report on activities of fund raising volunteers			✓
Other	✓	✓	✓