

Feeding God's Children Planning Calendar

January

- Receive *Feeding God's Children (FGC)* kick off letter; mailed to state and local court officers and agents
- Decide activity

February

- Recruit volunteers utilizing—
 - court member letter (PR-100-D); request mailing labels from Fraternal Department using membership listing agreement (FA-121)
 - COF youth flier (PR-100-F)
 - CCD/RE/school flier (PR-100-H)
 - church bulletin insert (PR-100-G)
 - activity announcement poster (PR-100-L)
- Compile T-shirt order (PR-100-C)

March

- **Order T-shirts by March 12 using PR-100-C form**
- Invite local politician/s (PR-100-Q)

April

- Send pre-event media advisory (PR-100-E) to local news outlets
- Receive shipment from home office—
 - T-shirts
 - wristbands
 - large *Feeding God Children/Join Hands Day* banner
 - sign in sheet (PR-100-J)
 - post-event information form (PR-100-K)
 - photo tags (PR-100-O)

May

- Hold activity
- Gather participant signatures on sign in sheet (PR-100-J)
- Mail to *FGC* coordinator **by May 23**—
 - sign in sheet (PR-100-J)); **needed for June award drawings**
 - post-event information form (PR-100-K)
 - *FGC* activity pictures with photo tags (PR-100-O) attached
- Send post-event press release (PR-100-R) to local media
- Distribute appreciation certificates (PR-100-M)
- Submit, if applicable, local court expense request (FA-260)

June

- Member Service and Court Community Benevolence Award drawings

July

- Award winners announced in Summer *Catholic Forester* magazine

October

- *Feeding God's Children* coverage in Fall *Catholic Forester*

Feeding God's Children Contact Information

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