

**COUNTDOWN 100
TIMETABLE AND ACTION PLAN**

<u>Item</u>	<u>Due Date</u>	<u>Description</u>
1.	11 months prior to state convention	State cabinet sets convention Faith Fund goal, as part of the total annual state Faith Fund goal, at first cabinet meeting after prior convention.
2.	6 months prior to state convention	A. Promote <i>Countdown 100</i> in state newsletter. B. Letter sent by state Faith Fund coordinator to camp Faith Fund chairmen and Faith Fund regional program leaders explaining the <i>Countdown 100</i> Timetable and Plan of Action.
3.	5 months prior to state convention	Faith Fund coordinator has letters, collection envelopes, and mailing labels ready to mail by the 120th day prior to state convention.
4.	120 days prior to state convention	A. First <i>Countdown 100</i> letter (Member Letter #1) and collection envelope are sent to every Gideon in state association by state Faith Fund coordinator. B. Second promotion of <i>Countdown 100</i> in state newsletter.
5.	110 days prior to state convention	100-day offering collection period begins.
6.	60 days prior to state convention	A. Second letter (Member Letter #2) mailed to every Gideon in state association by state Faith Fund coordinator. B. Camp Faith Fund chairmen and Faith Fund regional program leaders contact and encourage all members to support <i>Countdown 100</i> . C. Third promotion of <i>Countdown 100</i> in state newsletter. D. State president contacts each camp president in the state with RSVP to (1) encourage his attendance at the state convention, (2) invite him to the Presidents Breakfast, and (3) ask him to bring his camp's <i>Countdown 100</i> offering to the Presidents Breakfast.
7.	30 days prior to state convention	Faith Fund regional program leaders follow up with camp Faith Fund chairmen on progress of <i>Countdown 100</i> .
8.	14 days prior to state convention	State Faith Fund coordinator follows up with Faith Fund regional program leaders on progress in camps and enlists the assistance of the area directors in calling on presidents of unsupportive camps.
9.	10 days prior to state convention	<i>Countdown 100</i> collection period ends. Gideons deliver offering to camp president or to area director if camp president is not attending.
10.	6 days prior to state convention	A. Camp president receives a check from camp treasurer for <i>Countdown 100</i> offering to take to state convention. B. State Faith Fund coordinator downloads and tests spreadsheet from state resource board for statewide tally at the Presidents Breakfast.
11.	State Convention	A. Camp presidents deliver <i>Countdown 100</i> offering checks to state treasurer at the Presidents Breakfast. B. State Faith Fund coordinator tallies statewide <i>Countdown 100</i> offering on spreadsheet downloaded from the <i>Countdown 100</i> Promotional Materials Resource Page. C. To access the Resource Page, log on to <i>theConnection</i> and go to Officer Access > State. Under State Administration, select the link titled, " <i>Countdown 100</i> Promotional Materials."