

Program Health Checklist

Weekly Checklist

- ☐ Visit the [‘What’s New’ page](#) for the latest updates
- ☐ Communicate with participants about ongoing bonuses and program updates

If applicable:

- ☐ Fulfill weekly orders for your organization
- ☐ Remind participants about their direct benefit earnings allocation

Monthly Checklist

- ☐ Run earnings reports
- ☐ Check your organization’s bank account for the latest deposit (\$20 earnings minimum)
- ☐ Invite and celebrate new participants
- ☐ Talk to top earners about becoming RaiseRight “cheerleaders” and advocates
- ☐ Encourage participants to try a new earning option, such as a reloadable gift card, online shopping, or local dining

If applicable:

- ☐ Fulfill monthly orders for your organization
- ☐ Allocate earnings to participants based on your organization’s distribution
- ☐ Consider using remaining grants, stipends, or other funds to purchase gift cards to earn additional dollars

Quarterly Checklist

- ☐ Visit the [Coordinator Resource Center](#) to download new or helpful materials
- ☐ Review upcoming bonus events and save the dates

If applicable:

- ☐ Fulfill quarterly orders for your organization
- ☐ Consider using remaining grants, stipends, or other funds to purchase gift cards to earn additional dollars

Annual Checklist

- ☐ Refresh marketing and promotional materials ahead of your busy season
- ☐ Host a RaiseRight orientation to welcome new participants and share updates with existing participants ahead of your busy season
- ☐ Inform your board, investors, or umbrella organization about your group’s annual earnings and participant count

If applicable:

- ☐ Fulfill yearly orders for your organization
- ☐ Consider using remaining grants, stipends, or other funds to purchase gift cards to earn additional dollars

January	February	March	April
Enter our annual free organization shipping giveaway	Raise Days ★	Remind participants about spring earning opportunities	Check out our Spring Gift Guide
May	June	July	August
Raise Days ★	Remind participants about summer earning opportunities	Check out our Back to School Gift Guide + Playbook	Remind participants about back-to-school or fall earning opportunities
September	October	November	December
Raise Days ★	Remind participants about holiday earning opportunities Start taking physical and bulk card orders for the holidays	Raise Days Check out our Holiday Gift Guide + Playbook	Celebrate and recognize your top earners of the year