

Lutheran SGO Implementation Basics

- 1) Meet with the Lutheran SGO Executive Director**
 - a. Sign the MOU
 - b. Review LSGO Basics
 - c. Review the LSGO Website
 - d. Review Marketing Materials

- 2) Schedule Information Meetings**
 - a. School Board
 - b. Church Council
 - c. Congregation – Sunday Morning or Midweek Meeting
 - d. Influential Members
 - e. Members Who are Older than 73 Years Old (IRA/QCD/RMD)

- 3) Determine Who will Champion the LSGO Effort**
 - a. Oversee Promotion
 - i. Congregation
 - ii. School Families
 - iii. Marketing Materials
 - iv. Letters to Potential Donors
 - v. Personal Conversations
 - b. Steward the Gift
 - i. Thank Donors
 - ii. Keep People Informed
 - c. Manage the LSGO Scholarship Process
 - i. Collect Paperwork from Families
 1. Proof of Income
 2. Household Summary Form (If needed)
 3. Application Form
 - ii. Submit Applications
 - iii. Request Scholarship Disbursement

- 4) Include LSGO Fundraising into the School Budget**
 - a. Set Tuition Appropriately
 - b. Set a Goal
 - c. Keep People Informed
 - d. Have a Backup Plan

OUR MISSION

The Lutheran SGO exists to partner with schools in raising funds from individuals and businesses and distributing scholarship funds to all eligible students attending Lutheran and other Christian schools in states served by the Lutheran SGO.