

<p>JANUARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Change the copyright year in the footer <input type="checkbox"/> Analytics: Run your Q4 numbers <input type="checkbox"/> Analytics: Run your 2017 numbers 	<p>FEBRUARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Verify that the general contact information works (Try sending an email to the general inbox or test the contact form) 	<p>MARCH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Verify that your site has a useful error page (Try visiting something like YourNonprofit.org/giggles)
<p>APRIL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Test your site on an iPhone, iPad and Android phone <input type="checkbox"/> Analytics: Run your Q1 numbers 	<p>MAY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Verify that the online donation form works (Try making a \$5 gift) <input type="checkbox"/> Post your 990 form to your website 	<p>JUNE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Ensure that your site's privacy policy is current (or make sure your site has a privacy policy!)
<p>JULY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Analytics: Run your Q2 numbers <input type="checkbox"/> Verify that board member information is accurate on the website 	<p>AUGUST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Verify that the "sign up for email" feature works (Try subscribing with a Gmail address) 	<p>SEPTEMBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Post your annual report to your website <input type="checkbox"/> Verify that links to your organization's social media accounts are valid
<p>OCTOBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Verify that your site's internal search function works properly <input type="checkbox"/> Analytics: Run your Q3 numbers 	<p>NOVEMBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Add a fundraising call-to-action to the About, Services, Leadership, Jobs & Contact pages <input type="checkbox"/> Verify that the online donation form works (Try making a \$5 gift) 	<p>DECEMBER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post at least one blog entry or news update <input type="checkbox"/> Add a popup that promotes online donations