

Fundraising Check List

Choosing the right fundraising platform

- o Research the internet for your best fundraising options.
- o Look for fundraising products that your parents want to sell.
- o Choose programs that are financially right for your organization.
- o Look for fundraising companies that have at least 5 years of experience.
- o Make sure the company you choose has great customer service

Fundraising Check List

Your Fundraising Kickoff

- o Make a list of volunteers. Call and ask for help.
- o Make a flyer that outlines your start & end dates. Make sure to include your prizes incentives.
- o Ask the Pastor or Director for an assembly to introduce your fundraiser and prizes.
- o In speaking with counselors and staff, promote the fundraiser. (Counselors/staff incentives work)
- o Count out brochures for each person/team.
- o Ask parents to get involved and help. Reach out through phone, e-mail, Facebook or text.
- o Stay Positive. Your attitude will determine the overall success of your fundraiser.

Fundraising Check List

Wrapping Up Your Fundraiser

- o Gather all orders
- o Check back for late orders. Set a final date for late order turn in.
- o Calculate all orders according to instructions given by fundraising group.
- o Each order should be marked cash, check or money order.
- o Note who you received each check from.
- o Send in all paperwork to the fundraising rep/company

Fundraising Check List

Receiving Your Fundraiser

- o Schedule a delivery time with fundraising company
- o Call all volunteers to help.
- o Create a parent sign off sheet to verify accuracy of order.
- o If your order does not arrive pre-sorted, sort product by type of product according to original order form.
- o Sort order forms by counselors.
- o As each parent arrives, assign a volunteer to pull the order.
- o Have the parent double check their order and sign off verifying the accuracy of their order.
- o Thank each parent/volunteer for helping.
(Small volunteer gifts are always appreciated)