



## Guarantee fundraising success with a Fundraising Checklist!

Check off each step as the fundraiser progresses.

### SET GOALS

Set overall fundraising goal: \$ B Y \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Set individual items sold goal: #  
\*You can utilize the online calculator  
(OVERALL GOAL ÷ # OF PARTICIPANTS) ÷ \$ FROM EACH SALE =  
SALES EACH

### PREPARE FOR SUCCESS

Have each participant create a 20-person contact list for fundraising  
(*Relative, Teacher, Church Member, Neighbor, etc.*)

Create marketing material  
(*Flyers, Local Newspaper, Radio, etc.*)

Create incentive and prize programs for top fundraising participants  
(*Example: Participant with the most sold receives a gift card*)

### TAKE ACTION!

Distribute fundraising order forms and/or products plus marketing material

Follow up half-way during fundraiser with participants date to follow  
up: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Remind them of prizes often!

