

Fundraiser Checklist

Lead up

- Tasks allocated to fundraising team
- People notified that the fundraiser is coming up and what they need to do
- Fundraiser booked for week of
- Delivery location organised
- Payment flagged with person who pays the bills
- Method of receiving funds/unsold items organised
- Safe place to store money organised
- Distribution method organised

Receiving your order

- All items received and in good condition, nothing damaged or missing
- Invoice given to person who makes payments
- Note to go home with carry-bags printed and ready to go

Distributing your order

- Names of people given carry bags recorded on distribution sheet
- Note placed inside, or attached to carry-bags

During the fundraising drive

- Regular reminders sent home telling sellers where and when to return their money
- Money and returns collected daily/weekly. Money banked/stored in a safe place.

Returns

- Contact Living Fundraisers with numbers of any unsold items and have invoice amended accordingly (if returns allowed on your items)
- Return unsold stock using Living Fundraisers returns form (if returns allowed on your items)
- Make payment on final invoice to Living Fundraisers

Finalising the campaign

- Distribute 'wrap up' notice to families/members and thank everyone for their efforts.
- Make sure you specially thank your team members
- Let everyone know how much money they have raised though their efforts and what the money will be used for