

ARE YOU A CLUB ADVISOR? FOLLOW THESE STEPS TO ORGANIZE A FUNDRAISER!

1 CREATE A PROJECT FOLDER AND WRITE THE PROCESSES FROM BEGINNING TO END.

This will help you become efficient in the future when you are repeating the fundraiser - you will not forget any of the steps and processes.



2 SET A DATE AND TIME, AND GET A CONFIRMATION.



Make sure the fundraiser is not in conflict with other fundraisers on campus.

3 CALCULATE POSSIBLE TOTAL PROFIT.

Calculate total cost with an overestimation. Calculate total revenue with an underestimation.



4 GET MARKETING GOING.

Advertise the event as much as possible. Come up with flyers, posters, email, etc.



5 GET ORGANIZED WITH PROCESSES.

Ask yourself: Who is going to help collect the money? Where are the items to be sold going to be saved? Is there a cashbox? Where is collected money going to be kept? Is change needed for the cashbox?



6 GET A PURCHASE ORDER READY - GET APPROVAL BEFORE SPENDING MONEY.

Do not spend any club money without getting prior approval. Do not overspend.



7 REFLECT UPON PROCESSES.

Make a chart with what went well and what did not go well to improve next time!

