ARE YOU A CLUB ADVISOR?



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.



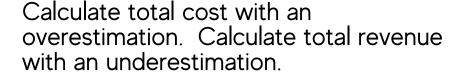






Make sure the fundraiser is not in conflict with other fundraisers on campus.

CALCULATE POSSIBLE TOTAL PROFIT.







GET MARKETING GOING.

4

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

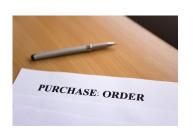
GET ORGANIZED WITH PROCESSES.



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?

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





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

REFLECT UPON PROCESSES.

