



WORLD'S FINEST® CHOCOLATE

FUNDRAISING CHECKLIST

Define Goals

- Determine how much money needs to be raised through fundraising: \$_____
- Determine the number of sellers that will participate in fundraiser : _____
- Estimate the time available for completing fundraising efforts : _____

Preparing for Your Fundraiser

- Set sale start and end dates
- Work with your fundraising specialist, create an interesting and exciting prize program
- Meet with volunteers to discuss responsibilities and expectations
- Choose a chocolate storage area that is dry, cool, and free of pests and odors

Chocolate Delivery

- Carefully inspect the entire delivery, note any shortages or damages on the Bill of Lading, and only sign for cases that were received
- If there are shortages or damages, contact your WFC sales rep and take pictures of the damages
- Store chocolate in your designated area until chocolate distribution

Chocolate Distribution

- Create and distribute parent letters and permission slips
- Host your fundraiser kickoff with the support of your WFC fundraising specialist
- Communicate location and time of chocolate distribution
- Distribute to sellers with signed permission slips and keep record of what each seller receives

During the Sale

- Communicate selling updates and, if applicable, participant competition updates
- Send out communication to participants and parents throughout the sale to maintain motivation
- Share sale details on group website and other social media outlets

Conclusion of Sale

- Collect all funds for distributed chocolate
- Pay invoice as soon as possible
- Implement Cleanup Sale if unsold chocolate is returned by participants
- Consult with your sales representative about any unsold chocolate and prepare any returns**
- Order prizes and plan for a recognition event to distribute prizes to sellers
- Share your success with your sales rep and on social media.