

## 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 Larry, for 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 Larry and take pictures of the damages
- Store chocolate in your designated area until chocolate distribution

### Chocolate Distribution

- Create and distribute Parent Check Out letter / permission slips
- Host your fundraiser kickoff with the support of your Larry, in person or virtual
- Communicate location and time of chocolate distribution use the spreadsheet provided by Larry
- 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, parents and teachers throughout the sale to maintain motivation
- Share sale details on group website, Facebook and other social media outlets

### Conclusion of Sale

- Collect all funds for distributed chocolate
- Pay invoice within 35 days of chocolate delivery to receive Sellout Bonus check\*
- Implement Cleanup Sale if unsold chocolate is returned by participants
- Consult Larry Jost about any unsold chocolate and prepare any returns\*\*
- Order prizes(send spreadsheet) and plan for a recognition event to distribute prizes to sellers
- Share your success with Larry and on social media.