

Fundraiser Chairperson Checklist

Before the Event

- ❑ Make sure that event is approved by board!
- ❑ Scrutinize event settings for safety and liability issues.
- ❑ Advertise for volunteers by email (this also gets event on SC activity coordinator's radar).
- ❑ Advertise for students by sign-up sheets posted in band and choir rooms.
- ❑ Get event information to Donnie to post on web site.
- ❑ Budget for any needed items approved by board (copies, supplies, etc).
- ❑ Approve any pre-event student effort (sign-making, flyers, etc.) – give them hours guidelines/limits.
- ❑ Advertise event to the community (Scoop, elementary schools, flyers, etc.) .
- ❑ Arrange transportation to/from event if warranted.
- ❑ Give reminder calls to volunteers.
- ❑ Coordinate with Treasurer to make sure cash box is there and arrange to have proceeds counted/collected (at end of fundraiser if sensible/possible).

During the Event

- ❑ Ensure that the event has sufficient adult supervision.
- ❑ Remind students to sign in and out on timesheets.
- ❑ Take a photo or two for publicity.
- ❑ Have donation box and on-the-spot receipts available if appropriate.

After the Event

- ❑ Double-count proceeds, record on Income Receipt form, and deliver to Peter.
- ❑ Deliver timesheets to Barb.
- ❑ Send event summary information and publicity photos to Mary, Shannon and Donnie. Include amount earned and donor information for web site.
- ❑ Fill out a thank-you form letter and ensure that it is signed and delivered to the donor.