

FUNDRAISING GROUP SIGNUP CHECKLIST



DATE OF SIGNUP:

<input type="checkbox"/> FUNDRAISING GROUP NAME	
<input type="checkbox"/> FUNDRAISER START date	
<input type="checkbox"/> FUNDRAISER END date (Friday)	
<input type="checkbox"/> CALL in ORDER date (no later than end of business day the Monday following end date for delivery 2 weeks after)	
<input type="checkbox"/> DELIVERY DATE (min. 2 weeks after call in order date)	
<input type="checkbox"/> DELIVERY TIME (when kids pickup)	
<input type="checkbox"/> DELIVERY LOCATION (preferably one with tables)	
<input type="checkbox"/> Special delivery information	
<input type="checkbox"/> Fundraiser Objective	
<input type="checkbox"/> Monetary goal/needs	
<input type="checkbox"/> # TOTAL UNITS to be sold to meet goal	
<input type="checkbox"/> # UNITS per PERSON to be sold to meet goal	
<input type="checkbox"/> # ORDER TAKERS needed	
<input type="checkbox"/> # POSTERS needed	
<input type="checkbox"/> Make checks payable to	
<input type="checkbox"/> Order taker & materials 'ship-to' address	
<input type="checkbox"/> KICKOFF DATE	
<input type="checkbox"/> KICKOFF TIME	
<input type="checkbox"/> KICKOFF LOCATION	
<input type="checkbox"/> # OF SAMPLES for Kickoff	

- Encourage motivation methods
 - Kickoff
 - 'Sell-to' list
 - Announcement flyer
 - Prize program(s)
 - Fundraising checkup date where kids report sales after 1 week
- E-mail confirmation to group with all of the above details and items below
 - Order tabulator
 - Announcement flyer
 - Fundraising leader's checklist
 - Request delivery volunteers (1 for every 200 units)
- Mail or drop off order takers, posters, 'sell-to' lists, etc. (may be delivered at time of kickoff)