

# FUNDRAISER

## TIMELINE & PLANNING SHEET

- Activities (sell products/services)
- Events
- Combination

APPENDIX: E.4 Fundraising Timeline & Planning Sheet

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS										ACTIVITY	FOLLOW UP
		8	7	6	5	4	3	2	1				
Determine fundraising needs		x	x	x								\$5000	
Establish committee	Adviser			x									
Identify with administrator	Officers			x	x							x	Done
Set budget	Adviser			x	x							\$1000	
Choose fundraiser	Adviser & officers					x	x	x				Dance-a-thon	
Set date	Chapter					x	x	x	x			Set date	May 4 secured
Publicize	Adviser											Social media	Ongoing
Organize volunteers / track participants	Officers									x		5 volunteers	Secured
Hold fundraiser	Chapter											May 4	x
Turn in funds	Secretary												Turned in May 7
Tie up loose ends / thank volunteers	Officers												Completed May 14
Evaluate event	Adviser & officers												SUCCESS!

Use this space to brainstorm fundraising ideas:

- DormCo.com gift card palooza
- Carwash
- Fundraiser carnival; dunk tank, pie eating contest, pin the gavel on the officer
- Dance-a-thon; charge \$5 cover, plus sell School Spirit Coffee
- iPad raffle
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