

FUNDRAISER TIMELINE & PLANNING SHEET

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

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS										
		8	7	6	5	4	3	2	1	ACTIVITY	FOLLOW UP	
Determine fundraising needs												
Establish committee												
Identify with administrator												
Set budget												
Choose fundraiser												
Set date												
Publicize												
Organize volunteers / track participants												
Hold fundraiser												
Turn in funds												
Tie up loose ends / thank volunteers												
Evaluate event												

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____