

Volunteer Checklist

For optimum results recruit 2-4 volunteers

Once your team has committed to running a fundraising campaign or drive, be sure to stay focused on maximizing its results. It's always easier and more effective to run fewer, strong fundraisers than have to go back to families and friends multiple times for additional needed funding. Below is our volunteer checklist that your chairperson can utilize to help make each necessary step not overwhelming for any one person so that all important steps to a successful fundraiser are followed.

MARKETING

- Design and draft the parent letter/email
- Communicate details on the school website
- Write morning announcements
- Conduct a fundraiser overview at a faculty meeting
- Send Reminder and Pick-up letters/emails
- Advertise in community grocery stores, civic centers and small businesses

SALES

- Conduct a Pre Plan Meeting with the fundraiser team and student advocates
- Approach your Principal for his involvement with promoting your sale
- Develop class/grade competitions for privilege awards that are free!
- Present the fundraiser and its goals at Open House, Kindergarten classes, older grades 5th or 8th, cultural groups in school.
- Prepare displays and posters or conduct a sample distribution event.

STUDENT PROMOTION

- Hold student advocate meeting.
- Conduct Kickoff/Assembly
- Review and distribute prizes or coordinate/oversee recognition/goal achievement event

SERVICE

- Distribute seller packets/envelopes to faculty, office personnel and students.
- Develop a process and location for order turn ins
- Review orders, accept late orders and fwd to FR company for processing
- Oversee delivery and distribution day
- Handle and resolve all discrepancies
- Process payments from parents and make payment to fundraising company.

BE SURE TO INVOLVE PRINCIPAL, FACULTY AND STUDENTS.