

Fundraising Success Checklist

Guarantee fundraising success with FastTrack's Fundraising Checklist!
Simply fill out the boxes and check each point off as the fundraiser progresses.

SET GOALS



| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. FIND YOUR FAST TRACK TO FUNDRAISING |
| <input type="checkbox"/> | 2. SET OVERALL FUNDRAISING GOAL: \$ <input style="width: 100px;" type="text"/> .00 BY <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> |
| <input type="checkbox"/> | 3. SET INDIVIDUAL FUNDRAISING GOALS FOR EACH PARTICIPANT: $\frac{\text{OVERALL GOAL}}{\# \text{ OF PARTICIPANTS}} \div \frac{\text{SALES EACH}}{\$ \text{ FROM EACH SALE}} =$ |

PREPARE FOR SUCCESS



| | |
|--------------------------|--|
| <input type="checkbox"/> | 1. TELL EACH PARTICIPANT TO CREATE A 20-PERSON CONTACT LIST OF POTENTIAL SUPPORTERS (EG: UNCLE, TEACHER, SPORTS COACH, ETC.) |
| <input type="checkbox"/> | 2. HOW ARE YOU MARKETING YOUR FUNDRAISER? (EG: FLYERS, LOCAL NEWSPAPER, RADIO, ETC) 1. <input style="width: 150px;" type="text"/> 2. <input style="width: 150px;" type="text"/> 3. <input style="width: 150px;" type="text"/> |
| <input type="checkbox"/> | 3. CREATE INCENTIVE AND PRIZE PROGRAMS FOR TOP FUNDRAISING PARTICIPANTS (EG: MOST SOLD GETS 2 FREE MOVIE TICKETS) 1. <input style="width: 150px;" type="text"/> (FIRST PLACE) 2. <input style="width: 150px;" type="text"/> (OTHER) |

TAKE ACTION!



| | |
|--------------------------|---|
| <input type="checkbox"/> | 1. ORDER/DISTRIBUTE FUNDRAISING PRODUCTS/ORDER FORMS AND MARKETING MATERIAL |
| <input type="checkbox"/> | 2. FOLLOW UP WITH PARTICIPANTS HALF-WAY THROUGH THE FUNDRAISER DATE TO FOLLOW UP: <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> * REMIND THEM OF PRIZES! |
| <input type="checkbox"/> | 3. COLLECT FUNDS ON FUNDRAISER GOAL DATE AND AWARD PRIZES |

Final Tips:

- Have fun! Keep energy level high and participants enthusiastic. The energy will be contagious and you will get a lot more support for your fundraiser.
- FastTrack Fundraising provides a free fundraising counselor to assist you if you have any problems. Feel free to contact your personal fundraising assistant at any time.
- Plan early for your next fundraiser! Once this fundraiser is completed, review what went well, what could be improved upon, and plan ahead for even greater fundraising success.