



**Buy For Charity Fundraiser  
Campaign Check List**  
*(make sure you don't forget a step)*

This form will make sure you don't forget any details, and it will help you to assign certain tasks to other members in your group. Make copies to hand to your Committee members as you assign them certain tasks. Each task is proven to be very effective in making your fundraising efforts easier and more profitable.

You will want to do your fundraiser for only 2 to 3 weeks, so don't waste any time. For example, if you wait until you start your fundraiser to contact stores for permission to sell on their property, their storefront may be booked up, and it could be too late.

**Campaign Check List**

Task	Person Task is Assigned To	Date Assigned	Date Due	Done
1. Decide when to hold fundraiser.				
2. Use the Profit projection chart to determine the amount of product needed to reach your goal.				
3. Order desired product from Buy For Charity.				
4. Print out and copy desired sales tools (provided free) • <u>Campaign Check List</u>				
• Prize Ideas				
• Store Location Script				
• Store Permission Form				
• Kick-Off Rally				

Outline/Script				
• Prospect List				
• 5 Steps To A Donation				
• 3 Most Common Objections				
• Safety Tips				
• Consignment Sheet				
5. Incentive prizes. Create an incentive prize program to reward your top fundraisers.				
6. Use Store Location Script and Store Permission Form to secure store front locations.				
7. Go over Kick-Off Rally Outline.				
9. Make Kick-Off parent letters to send home with each member.				
10. Put together Sales Kits for each member, to include product, cards, brochures, etc. Include 5 steps, 3 objections, prospect list, safety tips, parent letter.				
11. Fill out Goal Posters with your goal.				
12. Send a Parent letter				

home before Kick-Off Rally.				
13. Hold Kick-Off Rally				
14. Hang Goal Posters in view.				
15. Set up in front of secured stores.				
16. Collect money weekly using the Consignment Sheet.				
17. Hold weekly prize drawings.				
18. Sell a product to everyone.				
19. Have final collection of monies. If you're doing a brochure fundraiser such as cookie dough, candles, or coffee you'll need to send order form and money to Buy For Charity.				
20. Have final Prize distribution Party.				
21. Spend Your Money.				