

FUNDRAISING TIPS

- Have a goal – know how much you want to raise and how much it's going to cost you to raise it. Prepare an annual budget for your programs to help you calculate how much you will need.
- Start planning early – give yourself lots of time, there are always unexpected 'tasks' that need attention. Have a brainstorming planning meeting where you think through the event and make a list of every little thing that has to be done – the more detailed the better. Then create a task timeline to help keep you focused.
- Double check the calendar to make sure there is nothing else happening that day that will compete with your efforts.
- Have a 'kick off' – make a big deal out of it. If you are excited then it will become contagious and others will get excited with you.
- Recruit other enthusiastic people to help – don't try to do it alone.
- Spread the word – a lot!!! Don't be shy about publicizing what you are doing. People need to know that you are raising money for them to be able to support your event.
- Involve the media, staff, school council.
- Have fun!!