

# 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.