

It's time to raise funds for your club!

Whether it is a new idea or a seasoned event, there are many different ways to help your event generate funds.

However, there are a few basic components that will help guide you through planning process to implementing the event.

5 Steps in Developing Your Fundraising Action Plan

1. Start at the table, begin with a purpose

- Identify your fundraising needs
- Set up a committee to plan

2. Set goals you want to accomplish

- Where would you received revenue?
- Event entertainment or presentation
- Raffle or auction

3. Develop a budget

- Remember your purpose
- Think about materials (supplies needed)

4. Marketing/ Promotion

- Choose a theme
- Set a time line with deadlines dates
- Know your target audience and how many people
- Create promotions (advertising)—Social Media, Posters/flyers, emails, etc. Have formal letter/email pre-written

5. Thank Everyone

- Thank the contributors
- Thank the event volunteers

Six Less Stress Tips

- 1. Don't re-invent the wheel on basic processes**
- 2. Have a back up plan**
- 3. Thank everyone no matter how small the task**
- 4. Hope for the best, but plan for the worst**
- 5. Remember fundraising is not about money**
- 6. Have a check list and a task list**