



Chapter Fundraiser Checklist



Planning Phase	Status
Define fundraising goals for the year and activity	
Review school policy related to fundraising	
Select fundraiser that aligns with goals and resources	
Establish a clear timeline with deadlines	
Develop a marketing strategy for the fundraiser	
Communicate with students, families, and school administration about the fundraiser	
Implementation Phase	Status
Require strict accounting of all funds handled	
Engage students with incentives and challenges	
Track and share fundraiser progress	
Evaluation Phase	Status
Thank all participants	
Reflect and gather feedback	
Complete Chapter Excellence Program application	