

Fundraising Official "To Do" List

	Fundraising Tasks	Check Off List
1	Choose a fundraiser.	
2	Set a date for a planning session	
3	Develop a schedule (time table of activities).	
4	Develop an incentive or prize program.	
5	Write a press release.	
6	Send a letter to your credit union members.	
7	Host a credit union kick-off meeting.	
8	Post posters around your credit union.	
9	Make weekly announcements and reminders to your credit union staff.	
10	Have a daily collection of money and running total.	
11	Establish prize awards for credit union staff that sells the most.	
12	Keep everyone motivated.	
13	Keep your orders tallied up.	
14	Endorse checks for deposit.	
15	Deposit monies.	
16	Assign someone to keep orders collected in one place.	
17	Place orders.	
18	Wait for delivery.	
19	Separate the orders by member names.	
20	Deliver product orders to members.	
21	At your credit union host a family order pick-up.	
22	Assign someone to handle complaints.	
23	Assign someone to deal with damaged or missing items.	
24	Pay bills.	
25	Award prizes to winners.	
26	Deposit "FAT" commission check.	
27	Report results to your members.	
28	Write thank you letter to your members, post on credit union website, and notify the League.	
29	Send out thank you letters.	