



Raising Funds for:

Our Goal: \$ _____

Pre-Planning

Organizing session with group leaders to develop fundraising plan

Set Date ☐

All parties notified ☐

Purpose - Identify clearly and briefly

☐

Amount - total needed to reach goal

☐

Dates - identify dates of fundraising campaign

☐

Calendar - check community and organization calendars for conflicts

☐

Okay from "up top" for dates of campaign

☐

Full support from organizational leadership

☐

Notes:



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Planning

- | | |
|---|--------------------------|
| Prepare calendar and enter dates of kickoff, campaign and estimated celebration | <input type="checkbox"/> |
| Members ready to work | <input type="checkbox"/> |
| Volunteers recruited for special assistance | <input type="checkbox"/> |
| Print ★ <i>God's Glory Bible</i> Order Forms for each member | <input type="checkbox"/> |
| Print ★ <i>God's Glory Bible</i> Information Sheets for each member | <input type="checkbox"/> |
| Prepare envelopes for each member | <input type="checkbox"/> |
| Print ★ <i>God's Glory Bible</i> ethics pledge for each member | <input type="checkbox"/> |
| Enlist treasurer | <input type="checkbox"/> |
| Plan Kickoff | <input type="checkbox"/> |
| Date determined | <input type="checkbox"/> |
| Location reserved | <input type="checkbox"/> |
| Notify all members and volunteers | <input type="checkbox"/> |
| Snacks/Drinks | <input type="checkbox"/> |

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Kickoff

- | | |
|--|--------------------------|
| Explain the purpose and goal of raising funds | <input type="checkbox"/> |
| Explain dates | <input type="checkbox"/> |
| Organizational goal setting | <input type="checkbox"/> |
| Individual goal setting | <input type="checkbox"/> |
| Each person identifies potential supporters | <input type="checkbox"/> |
| Each person executes <i>★ God's Glory™ Bible</i> ethics pledge | <input type="checkbox"/> |
| Explain dates for collection times and dates for orders and money | <input type="checkbox"/> |
| Notify all members and volunteers who could not make it to the kickoff | <input type="checkbox"/> |
| Plan social media during the fundraiser | <input type="checkbox"/> |
| Develop a call list so each member is responsible for calling the next to encourage on a daily basis | <input type="checkbox"/> |

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Campaign

- | | |
|---|--------------------------|
| Collect orders and money | <input type="checkbox"/> |
| Deposit money | <input type="checkbox"/> |
| Track orders | <input type="checkbox"/> |
| Keep up telephone calls to members and supporters | <input type="checkbox"/> |
| Keep up emails to members and supporters | <input type="checkbox"/> |
| Keep up social media | <input type="checkbox"/> |
| Use the call list to encourage members and check on who may need assistance | <input type="checkbox"/> |

Order

- | | |
|--|--------------------------|
| Tally orders | <input type="checkbox"/> |
| Verify money for all orders | <input type="checkbox"/> |
| Place order with ★ <i>God's Glory™ Bible</i> | <input type="checkbox"/> |
| Plan Kickoff | <input type="checkbox"/> |

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Delivery

- Order arrives ☐
- Confirm order ☐
- Prepare delivery list with volunteers and members ☐
- Delivery each ★ *God's Glory Bible* to supporters ☐
- Print thank you letters and collect envelopes for completing and addressing at the celebration ☐

Celebration

- Thank you letter written by members for each supporter ☐
- Envelopes addressed by members for each thank you letter to each supporter ☐
- Stamp and mail the next day ☐
- Enjoy celebration ☐

After

- Send photos and story to ★ *God's Glory Bible* so that we can celebrate your success ☐

Notes: