

How to Organize a Fundraiser Assignment

Your assignment is to create a detailed guide that will show a person or committee with no experience the step-by-step process needed to follow in order to create a successful fundraiser. You can be creative in the way you present the material, but please ensure that the description is detailed (think of Fundraising 101 for Dummies ☺) and easy to read.

Your guide should be written in sections and include any forms or supportive resources that will help the “trainee” succeed. There should be a timeline in your guide. The sections or chapters should include the following:

- a) Selection of cause/initiative – why are we choosing this cause?
- b) Selecting the date and time
- c) Selection of committee members
- d) Research for promoting your cause
- e) Publicity
- f) Facilities – consideration of outside factors like advising other parties affected administration, gymnasium, cafeteria program etc.)
- g) Clean-up
- h) Group Feedback and Reflection

Each person in the group of 4 needs to be accountable to the others. Please have an honest discussion together and put together an organizational plan that outlines each of your roles before you begin the project. Have every person sign this plan and have it present at all of your meetings. Then work together and come up with one final amazing product!

This project is due: _____

