

FOR SCHOOLS: Fundraiser Planning Worksheet



Worksheet

This planning worksheet will help guide you through the fundraising process. Please use the resource materials provided by BC Agriculture in the Classroom to assist you.

Fundraising Chairperson: _____

Committee Contacts: _____

Fundraising Goals

- 🍅 How much money do you want to raise with this fundraiser? _____
- 🍅 How many bundles do you need to sell to meet this goal? *(Remember: the minimum for your school to participate is 40 bundles and you will make a 40% profit on every bundle you sell)* _____

Help Needed for Assembly of Bundles

- 🍅 How many volunteers will you need on your Fundraising Team to assist with sales, answer questions, tally orders, submit orders and payment to the BC Agriculture in the Classroom team? _____
- 🍅 How many volunteers will you need on your Assembly Team to assist offloading the produce delivery, assembling the bundles and organizing them for distribution to purchasers? *(This will depend largely on how many bundles you sell – please see Order Information Sheet and the online FAQ's for more details.)*

Making the Fundraiser Work for Your School

Before starting this fundraiser, answer these questions with your planning team to ensure you have considered all aspects of the fundraising project:

- 🍅 How will you promote this in your school to ensure high levels of participation?
- 🍅 When and how will *Order Selling Sheets* be distributed to volunteers and sellers?
- 🍅 Will you have a kick-off meeting? Who will participate?
- 🍅 By what date do orders need to be completed and submitted to your fundraising coordinator at school?
- 🍅 How will you and your students deliver the bundles to customers once you assemble them?

