

Fundraising & Community Event Timeline Planner

Please turn this form into Lori McDaniel 6 weeks prior to Event

Club or Organization: _____ Event Date: _____

Faculty Sponsor: _____/Cell: _____ Student Sponsor: _____/Cell: _____

Project Name/Fundraising Event Title ("Pre-Approved by FA Board"): _____

Merchandise Order Deadline:

To ensure a successful fundraising experience, please follow the guidelines & due dates below

6 WEEKS BEFORE event/sales deadline:

(Insert the deadline date here)

- Create a Flyer for Approval (in Publisher or as a Google Doc—any similar format).
- Include all pertinent info**: Who, What, Why, When, Where, How
- Email or hand deliver to Mrs. Woods, Event Center #342 or ywoods@faithacademybellville.org
- Create a Google Order Form & Link and make it available to Mrs. Woods. She will implement this link on the FAB website, to allow ordering online.

1 MONTH BEFORE event/sales deadline:

(Insert the deadline date here)

- Submit Flyer to Mrs. Woods for FYI Newsletter (include Google Form link on flyer).
- Create a persuasively written social media post & submit to Mrs. Woods for social media blast: Facebook & Instagram.

1 WEEK BEFORE event/sales deadline:

(Insert the deadline date here)

- Follow up with Mrs. Woods about sending out a Parent Alert Text which will include a reminder to click on Google Form link found on FAB website.

What to include on the flyer:

Who: State the club / organization / contact person's name & email

What/Why: Describe the occasion (i.e. Carnation Sales for Valentine's Day) & Purpose/Reason

When: Include deadline dates for all orders

Where: Share the location of where and time to pick up order forms

(i.e. available thru website, newsletter, main office). Also include where and time to pick up any purchased products/goods/services etc.

How: Billing through FACTS except FFA.