

# Fundraiser's Checklist



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## Plan

- Choose the Cause: What fund will you be fundraising for?
- Choose Your Idea: What type of fundraiser will you host? (e.g., bake sale, trivia night, car wash)
- Set a Goal: How much money do you want to raise?
- Pick a Date and Location: When and where will your fundraiser take place?
- Gather Helpers: Who can assist you in organizing and running the event?

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## Promote

- Spread the Word: Use social media, posters, emails, or word-of-mouth to promote your event.
- Engage Your Community: Invite friends, family, coworkers, and neighbours to participate or donate.
- Donate: If you can, make an early contribution, or ask close family and friends, to show that you're already well on your way to reaching your fundraising goal!

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## Prepare

- Plan Supplies: What materials or equipment do you need? (e.g., tables, signs, food, decorations)
- Create a Donation System: How will you collect money? (e.g., cash, online donations, ticket sales)
- Have a Backup Plan: Be prepared for unexpected challenges, like bad weather for outdoor events.

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### Run the Event

- Welcome Participants: Make attendees feel appreciated and explain how their contributions will help.
- Track Donations: Keep a record of how much you collect during the event.
- Have Fun: Enjoy the experience and connect with your community.

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### Post-Event

- Thank Supporters: Send thank-you messages or make a thank-you post on social media to acknowledge everyone who helped or donated.
- Report Your Success: Share the total raised and how it will benefit the cause you chose.
- Reflect and Learn: Note what worked well and what you could improve for future fundraisers. We hope you'll run another fundraiser in the future!



**Yellowknife**  
COMMUNITY FOUNDATION

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