

# “How to Draw” Fundraising Checklist

*The checklist that will keep your fundraiser on track*

## Planning To do list

- Talk to all decision makers in group to approve fundraising idea.
- Choose what you are fundraising for: \_\_\_\_\_
  
- Decide the date you will begin your fundraiser on: \_\_\_\_\_
  
- Decide the date sales will end: \_\_\_\_\_
- Decide whether you will be pre-selling or purchasing a box of books ahead of time and having booths.
- If you are pre-selling, decide the date you wish to deliver the books on: \_\_\_\_\_  
( This date needs to be 3 weeks after order has been placed)  
Go to <http://www.warehart.com/fundraising-resources.html> to get the materials to help smoothen the process.
- Send letters home to students/group 1 – 2 weeks before fundraiser begins
- Give members of your group/students a deadline to get money collected.  
This deadline should be a week before you need to place the order. This will give you time to collect the money from parents and students. Keep individual orders from parties to attach to bundles of books when they arrive.
- Go to [www.warehart.com](http://www.warehart.com) to place your order. Click on School Fundraiser.
  
- Place the order. The money left over is yours to keep! Wareh Art will pay taxes on every book sold.
  
- When Shipment arrives, bundle up orders so its easy for distribution to those who ordered.
  
- Send an email out to those who collected orders to let them know orders are ready to be distributed.

## General Tips

- When fundraising, communication is key. Make sure that everyone agrees on where books
- will be picked up and how they will be distributed.
  
- Make it a contest! Fundraisers do better when students are motivated somehow to sell. Throw
- an icecream party for the winning team!
  
- Plan 2-3 months ahead of time for a fundraiser. You need to give students at least 3 weeks to
- try to take orders. Reminders will be needed.
  
- Gather emails of all who are involved to make communication easier.
  
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For questions, please call (714) 745-3001 or go to [www.warehart.com](http://www.warehart.com)