Arts Fundraiser Process Check List

1. Fill out the fundraiser approval form and turn it in to the school. You cannot do anything else until this comes back with the area superintendent’s signature. See the example.
2. Once approved, set dates and email them to the fundraiser chair ([hgmsartsfundraising@gmail.com](mailto:hgmsartsfundraising@gmail.com)).
3. Set up rental agreements with Holly Springs Parks and Rec or the school if you are using the building or the track.
4. Distribute materials and information to the students. A cover letter that clearly states the dates, the process for collecting money, turning in money, and who to contact with questions needs to be on top. Please be aware of when tracks are tracked out and make dates that will occur when tracks are in – this may require two sets of dates for each event.
5. Advertise!!!

* You will need to contact Mrs. Webb ([swebb@wcpss.net](mailto:swebb@wcpss.net)) and ask to have the information put on the website, in the Bulldog Blast, and on the weekly phone call. You will need to have a short blurb prepared. This will need to go out 2-3 weeks before an event.
* Put information out on Facebook groups.
* Hang up flyers in the community.
* Have flyers made to pass out to students.

1. Set up a Sign Up Genius for volunteers. Send the link to the fundraising chair. The chair will send this out to the email list.
2. Send out periodic reminders of due dates, procedures for collecting money and turning in money, picking up items, etc. Email this to the fundraising chair. The chair will forward this on to the email list.
3. 1 week before the final due date/event date send out a final reminder. Email this to the fundraising chair. The chair will forward this on to the email list.
4. Collect and Account for all money. Copy all order forms. Determine the profit for each student. Fill out the fundraising report.
5. Turn in all money to the appropriate treasurer along with 5 copies of the fundraising report.
6. Pass out order forms and items to students to distribute (if applicable).

\*\*\* Please make sure you are responding to emails from parents within 24 hours. It may help to set up an email address that only receives fundraising emails.