

**Gourmet Coffee Fundraiser
Campaign Check List**
(make sure you don't forget a step)

This form will make sure you don't forget any details, and it will help you to assign certain tasks to other members in your group. Make copies to hand to your Committee members as you assign them certain tasks. Each task is proven to be very effective in making your Fund-Raising efforts easier and more profitable.

You will want to do your Fund-Raiser for only 2 to 3 weeks, so don't waste any time. For example, if you wait until you start your Fund-raiser to contact stores for permission to sell on their property, their storefront may be booked up, and it could be too late.

Campaign Check List

Task	Person Task is Assigned To	Date Assigned	Date Due	Done
1. Decide when to hold fundraiser				
2. Use the Profit chart to determine the number of pounds of coffee needed to sell to reach you goal.				
3. Order initial supplies from us. (Samples)				
4. Print out and copy desired tools (provided free) Http://www.CoffeeFunds.Com				
• Get Prizes Donated				
5. Start calling to get prizes donated (assign several people if possible to task 5 and 6)				

6. Use Store Location Script and Store Permission Form to secure store front locations.				
7. Go over Kick-Off Rally Outline.				
8. Prepare Flip Chart Presentation.				
9. Make Kick-Off parent letters to send home with each member.				
10. Put together Sales Kits for each member. Count initial pounds of coffee & place in envelopes (Sales Kits), include 5 steps, 3 objections, prospect list, safety tips, parent letter.				
11. Fill out Goal Posters with your goal.				
12. Send a Parent letter home before Kick-Off Rally.				
Task	Person Task is Assigned To	Date Assigned	Date Due	Done
13. Hold Kick-Off Rally				
14. Hang Goal Posters in view.				
16. Collect money weekly using the Order forms				

17. Hold weekly prize drawings.				
18. Have final collection of monies.				
19. Have final Prize distribution/ Party.				
20. Spend Your Money.				