Fundraiser Planning Checklist

- **Form a Committee.** Invite students, teachers, counselors, parents, and school administration to join the team to get a variety of perspectives.

- **Select your event.** Use one of our examples, or get creative and design an original event! Be sure to consider your audience – Who will be participating in the event? Who will be donating?

- **Start planning.** Consider the details of the event – When and where will the event be? What is the event budget? What are your fundraising goals?

- **Register your event.** Visit NationwideChildrens.org/Youth-Champions to submit your event. After you register your event, you will have the opportunity to request materials you may need (i.e. coin canisters for Penny Wars or “Benefiting Nationwide Children’s Hospital” banners for a Bake Sale).

- **Gather supplies.** Depending on your fundraiser, you may need tables, chairs, posters, or drinks and snacks.

- **Market your event.** Begin marketing the event to students, teachers, and parents. Use the marketing and communication resources at NationwideChildrens.org/Youth-Champions, or create your own. Send home letters to parents, make announcements at sporting events, and share on your school’s social media channels.

- **Have fun!** Hold your event, and have fun doing it! Don’t forget to share how much money you raised with all of the participants and supporters.

- **Make your Donation.** Turn in your donation to an information desk in the hospital, mail it in, or present your donation at the event.

- **Thank your participants.** Don’t forget to thank the participants that made your event a success! You may also want to recognize your top fundraisers for all their hard work.