

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.

YOUTH CHAMPIONS

