

Fundraising Checklist:

- Fundraiser approved by school board/organization policy,
- School/District/Organization policies and procedures reviewed,
- Approval by students/team members, and Administrators (I.e. Principal, Board Members, etc.)
- Meeting minutes showing student/team member approval filed in the activities office,
- Application completed and submitted for **MyJoeCard.Com's True 100% Fundraiser™**,
- Time line established, Start Date and End Date scheduled on master school/organization calendar,
- Group meeting to cover the details of the sale,
 - Fundraising Dollar Amount Set,
 - Amount for Sales Incentives Decided On (Up to 10% of Goal Allowed)
 - Choose a Qualifying Sponsor or suggest a local business to join and be a Sponsor,
- Request for Fundraising Activity form filled out and filed in the activities office,
- Fundraising Agreement completed and signed,
- MyJoeCards Ordered (+Incentive allowance - add up to 10% of Goal),
- Parent and student/team member responsibility acknowledged and parent permission secured,
- Incentives determined,
- Determine if Sponsor will participate in a drawing by providing prizes/products/services for the drawing,
- Secure Sponsor's pledge of donated prizes/products/services for the drawing (by letter, fax or email),
- Sale kick-off event, with prepared flyers and marketing materials to promote event:
 - Review: What MyJoeCards Are, How They Work, and Where They Work with Students,
 - Students/team members prepare a "Top 20" List for Potential Sales (family, friends, neighbors, etc.),
 - Insure that contact information for purchasers (Name, Phone, Email Addresses) and Card Numbers on MyJoeCards be CLEARLY WRITTEN and accurately tracked on Sales Logs for any prize drawings.
- Initial inventory received, counted, and secured,
- Packing Slip and/or Invoice approved by students/team members and Administrators and given to Bookkeeper,
- Merchandise secured during delivery period,
- Individual student/team member sales logs used,
- Sales Logs verified,
- Money deposited daily to Bookkeeper,
- Final inventory: secure and return unsold merchandise,
- Input Sales Data into Excel or Compatible Spreadsheet: Salesperson ,Contact Info, Card Numbers,
- Send Final Data file to fundraising@myjoecard.com,
- Final reconciliation of funds raised,
- Final bill (if applicable)approved by students/team members and Administrator and then paid,
- Hold Drawings for any Prizes (sales incentives, Sponsor drawings for donated prizes, or both as applicable)
- Fundraiser evaluated by students/team members and Administrator,
- Fundraiser Follow Up Form Completed and Submitted to MyJoeCard.Com,
- "Thank You" Letters sent (Purchasers, Volunteers, MyJoeCard.Com/Sponsor).