



Use this form to help you plan out for fundraising events for the year.

Fill in details about your overall goals for the year.

Fundraising Season (dates):	
Fundraising Lead:	
Contact Numbers (for chair people and lead organizers):	
Season's Fundraising Goals: Keep them reasonable	

Fill out the specific details of each fundraiser you plan to hold:

Fundraiser #1:	
Charity timeframe (planning to event start date):	
Date of fundraising event:	
Project Lead:	
Volunteers:	
Volunteer group size (is recruitment necessary?):	
Contact Numbers:	
Funds needed for fundraiser:	
Facilities/items needed:	
Fundraising goal:	
Responsibilities (names and assignments):	
Suggestions/Comments:	

Fill out the specific details of each fundraiser you plan to hold:

Fundraiser #2:	
Charity timeframe (planning to event start date):	
Date of fundraising event:	
Project Lead:	
Volunteers:	
Volunteer group size (is recruitment necessary?):	
Contact Numbers:	
Funds needed for fundraiser:	
Facilities/items needed:	
Fundraising goal:	
Responsibilities (names and assignments):	
Suggestions/Comments:	

Fill out the specific details of each fundraiser you plan to hold:

Fundraiser #3:	
Charity timeframe (planning to event start date):	
Date of fundraising event:	
Project Lead:	
Volunteers:	
Volunteer group size (is recruitment necessary?):	
Contact Numbers:	
Funds needed for fundraiser:	
Facilities/items needed:	
Fundraising goal:	
Responsibilities (names and assignments):	
Suggestions/Comments:	

Fill out the specific details of each fundraiser you plan to hold:

Fundraiser #4:	
Charity timeframe (planning to event start date):	
Date of fundraising event:	
Project Lead:	
Volunteers:	
Volunteer group size (is recruitment necessary?):	
Contact Numbers:	
Funds needed for fundraiser:	
Facilities/items needed:	
Fundraising goal:	
Responsibilities (names and assignments):	
Suggestions/Comments:	

Fill out the specific details of each fundraiser you plan to hold:

Fundraiser #5:	
Charity timeframe (planning to event start date):	
Date of fundraising event:	
Project Lead:	
Volunteers:	
Volunteer group size (is recruitment necessary?):	
Contact Numbers:	
Funds needed for fundraiser:	
Facilities/items needed:	
Fundraising goal:	
Responsibilities (names and assignments):	
Suggestions/Comments:	