

## FUNDRAISING COORDINATOR

- Determine your purpose for fundraising.
  - Childcare
  - Benevolent fund
  - Ministry Supplies
  - Décor
- Meet with church leadership.
  - Share the purpose for fundraising.
  - Coordinate fundraising with church events.
  - Determine what type of fundraisers you will hold throughout the year.

### Suggestions:

- Garage sale
  - Sell goods at a craft show
  - Bake sale
  - Babysitting nights
  - Cake walk
- Set dates for fundraiser
    - Event dates
    - Team work dates
  - Determine what type of tasks need to be accomplished.
    - For Example:
      - Decoration
      - Business solicitation (provide the churches 501(C)(3) to business so they can use donation as a tax write-off)
      - Set up/ tear down
      - Donation drop-off/collection

FUNDRAISING COORDINATOR (Continued)

- As the date of event approaches.
  - Determine the number of volunteers needed for each shift.
  - Create a volunteer schedule.
    - Be sure to include set-up and tear-down shifts
- Manage money spent and collected.
  - Keep record of all receipts for items purchased so people will be reimbursed for event expenses.
  - Provide a starting bank on day of event.
  - Develop a system to keep money secure.
  - Keep record of what is sold.
  - This information is helpful for future events.
  - Give the person in charge of budget/ministry funds the receipts and money raised.