



SUMMER PLANNING CHECKLIST

Simple Tasks to Jumpstart Your Fall Fundraiser



Before School Is Out

- ☐ **Identify Raise Craze Leads** *These positions can be split among 3 different volunteers or performed by the Fundraising Chair*
 - ☐ Acts of Kindness
 - ☐ Incentives
 - ☐ Communications
- ☐ **Set Dates**
 - ☐ Kick Off Assembly
 - ☐ Closing Celebration
 - ☐ Faculty & Staff Meeting
 - ☐ Family Service Night or Week of Service (optional, but highly encouraged!)
- ☐ **Set Goals**
 - ☐ Financial Goal
 - ☐ Acts of Kindness Goal
 - ☐ What will the funds raised be used for?
- ☐ **Set Fundraiser Budget for Out-of-Pocket Costs**
 - ☐ Incentives - fun, kindness incentives at our one-stop shop! (optional)
 - ☐ Promotional Kit - printed promotional materials shipped to you! (optional)
 - ☐ QR Code Registration Stickers - stickers to hand out at kick-off! This will allow for easy registration from parents :-) (optional, but highly recommended!)
- ☐ **Finalize Your Upcoming PTA/PTO Meeting Dates**

See agendas on the following pages :-)

 - ☐ June/July Meeting
 - ☐ August Meeting



Join our private Facebook group @ facebook.com/groups/raisecrazeleaders to hear from other amazing Kindness Leaders just like you!



- ❑ **Finalize Acts of Kindness**
 - ❑ Choose 1-3 Local Organizations to Support for School-Wide AOKs
 - ❑ Finalize your Family Service Night or Week of Service! *This is an easy way to bring your school community together and introduce Raise Craze in a fun, impactful way!*
 - ❑ Join the private Facebook group for Raise Craze Leaders for fun ideas!
- ❑ **Approve Incentive Plan & Corresponding Budget**
 - ❑ Check out our one-stop shop for all things incentives!
 - ❑ Finalize your incentive distribution plan & determine if any approvals are needed
- ❑ **Set Your Communication Plan** *Raise Craze provides all social media, email communication templates, and morning announcement scripts*
 - ❑ Determine who can send communications & any approvals required
 - ❑ Confirm the deadline to include a Save-the-Date in the back-to-school packet
 - ❑ Order our Promotional Materials Kit & QR Code Registration Stickers to get the word out and make a big splash!
- ❑ **Reach Out to Corporate Sponsors**
 - ❑ Identify any personal relationships with business owners
 - ❑ Set a goal for each volunteer
 - ❑ Print & distribute our Corporate Sponsor Letter

PRO TIPS!

- 💡 *Family Service Night Activities* can include making cards for servicemen/women, coloring a placemat for Meals-on-Wheels, painting kindness rocks, making Sunshine Cards for the local children's hospital...
- 💡 Offer free or discounted membership to recruit additional volunteers
- 💡 If you are unsure of organizations to support, seek ideas from teachers, administration, or other parents! This could increase their buy-in! Woohoo!



August - Let's Get Ready to Launch!

- ☐ **Check-In With Principal & Perform Dry Runs of Key Meetings / Events**
 - ☐ Faculty Meeting Presentation
 - ☐ Kick-Off Program
 - ☐ Finalize details of the Closing Celebration

- ☐ **Finalize On-Site Volunteers Needed During Fundraiser**
 - ☐ Hang posters, banners, yard signs, thermometers
 - ☐ Kindness Wall
 - ☐ Incentive distribution

- ☐ **Finalize Details for Family Service Night or Week of Service**
 - ☐ Purchase materials for Family Service Night
 - ☐ Finalize logistics

- ☐ **Order Your Incentives & Printed Promotional Materials**
 - ☐ Visit our one-stop shop for incentives!
 - ☐ Order the Raise Craze Promotional Materials Kit for posters, yard signs, banner, carline signs, and thermometer
 - ☐ Order the Raise Craze QR Code Registration Stickers

- ☐ **Finalize Your Communication Plan**
 - ☐ Introduction to Parents at Back-to-School Night
 - ☐ Save-the-Date flyer (download within your account!)
 - ☐ Parent Emails (use our templates!)
 - ☐ Social Media (use our templates!)
 - ☐ Morning/Afternoon Announcements (use our script!)