

# Fundamentals of Fundraising

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**Fundraising can be a vital part of creating stronger and financially secure chapters. Funds raised can benefit chapters in many ways such as building a prudent reserve, helping our houses in financial crisis, sending people to the oxford house world conference, and much more. With any fundraiser we strive to create an atmosphere of teamwork and fun, we not only want to accomplish our goals but try to enjoy ourselves while doing it.**

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# Duties and Responsibilities of the Fundraising Chair

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- The Chair is responsible for organizing/running the once a month fundraising meetings.
- Coordinate all aspects of fundraising events:
  - **Promoting:** Communicating with neighboring chapters, 12 step meetings, ect.
  - **Scheduling:** Creating time slots for houses, divide evenly the responsibilities
  - **Materials:** Different fundraisers will require different materials... What are they?
  - **Participation:** There is a lot to do for fundraisers to be successful! Ask for help, get people involved
- To collect, count, and get verified by another the proceeds at every fundraising event.
- To make deposits at the bank with another member of the fundraising committee immediately after every fundraiser event.
- To give a report at every chapter meeting detailing previous/upcoming fundraising events and the financial status of the fundraising account.

# Chapter Fundraising Report

Month: \_\_\_\_\_ Fundraiser Chair/Name: \_\_\_\_\_

## Previous Events:

DATE	TYPE OF FUNDRAISER	FINAL COUNT \$ <i>At end of event</i>	TOTAL SPENT <i>subtract</i>	RECEIPTS Y/N ?	TOTAL PROFIT AMOUNT <i>Equals</i>
		\$	\$		\$
		\$	\$		\$
		\$	\$		\$

Houses Absent: \_\_\_\_\_

## Upcoming Events:

TYPE OF FUNDRAISER	DATE/TIME	LOCATION	ANYTHING NEEDED FROM HOUSES?

## Financial Report:

Beginning Balance	Total Deposits	Total Spent	Ending Balance
\$	\$	\$	\$

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Fundraiser Ideas

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**Event:** \_\_\_\_\_

**Possible Locations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Materials Needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event:** \_\_\_\_\_

**Possible Locations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Materials Needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Common Questions & Answers

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