

## Merredin College P & C Fundraising Event Checklist

*Follow these simple steps to ensure you run a successful fundraising event!*

### *Before event:*

- Complete Fundraising Proposal and present in person at P&C Meeting
- Receive approval to proceed with the event from the P&C Committee
- Secure resources; i.e. team of volunteers, funding / donations etc...
- Collect contact details of volunteers and others key contacts & be sure to keep all well informed throughout the process.
- Confirm date and location of event.
- Obtain any licences required to carry out event i.e. lotteries/raffles, food licences, stallholder approvals etc...
- If food preparation and handling is involved refer to the Food Safety Pocket Guide in the fundraising pack & contact the Shire of Merredin to determine if the event requires a licence.
- Contact Grange Insurance for a certificate of insurance if required or for any other insurance advice. Find their contact details in Fundraising Policy.
- Advertise everywhere! Ideas include; Merredin College Link, Merredin College Facebook page, other social media, local Phoenix newspaper, posters throughout community, letters home with students, e-mails, information displays.
- 1 week prior to event, confirm everyone & everything involved is prepared and ready to go ahead. Create schedule for event.

### *Following event:*

- Complete Fundraising Report and returned to P&C Secretary.
- Two people to count & sign off on money raised.
- All monies raised given to P&C Treasurer in person accompanied by Fundraising Receipt (tear off slip at bottom of Fundraising Report).
- Send thank you notes to volunteers involved.