

## **Fundraising Checklist**

- I have set a fundraising goal for myself and, if applicable, my team. I have communicated the fundraising goal to my team.
- I have sent out “Sponsor Me” e-mails and/or letters to my family, friends, co-workers and contacts asking for their support. I’ve encouraged members of my team to do the same.
- I have made a list of possible fundraisers and picked a date for at least one of these dates to take place.
- I have checked to see if my company has a matching gift program.
- I have also asked my donors to ask if their company has a matching gift program.
- I have tracked my donations and thanked my sponsors.
- I have asked businesses I frequent to sell MS Pin-Ups and earmark proceeds from the sale for my team or as a donation to the Wisconsin Chapter.
- I am conducting an MS Pin-Up sale at my company, selling the Pin-Ups to my co-workers.
- I have sent out a reminder e-mail/letter to those who have not sponsored me yet, updating them on my fundraising progress and reminding them of how much I need to raise to reach my goal.
- I have signed up for the Facebook fundraising tool, Boundless Fundraising, to encourage gifts from individuals who visit my personal Facebook page.