

Fundraising Process & Checklist (cont.)

- Hold an organizational meeting prior to kickoff. Assign volunteers to specific jobs like record-keeping, volunteer organization, promotion, etc.
- Create incentives for your participants. They do not need to be monetary.
- Alert the community and promote the event through letters, flyers, posters, emails, social networking, local newspaper, churches, etc. Be creative!
- Keep accurate records: Set up a spreadsheet in alphabetical order so your pick-up event will run smoothly.
- One week before to the pick-up event, end the sales and contact us at 850-997-5622 with your order amount count, or fill in the form at www.johnstonsmeatmarket.com/bbq-fundraiser.html
- Coordinate with your volunteers for the pick-up event. Make sure you have people to unload and tables to set the product on.
- Be sure to have a check for the Johnston's Meat Market crew. No exceptions!
- Have each participant make a list of people to contact and immediately make contacts.
- Stay motivated and keep everyone excited. Excitement generates energy.

Communication! Keep everyone informed on the process and deadline.