

☐ **PREPARE MATERIALS**

- ☐ Pledge Forms (Digital or Paper)
- ☐ Define School Fundraising Goal:
- ☐ Plan Campaign Messages / Announcement(s)

☐ **LAUNCH**

- ☐ Share Kick-Off Message / Morning Announcement
- ☐ Distribute Pledge Forms + Email Message Mirroring Announcement
- ☐ Highlight School Goal / Giving Incentives

☐ **MID CAMPAIGN**

- ☐ Mid-Week Announcement / Send Follow-Up Reminder
- ☐ Answer Questions
- ☐ Optional: Host Simple/Fun Event
Ex: Crazy Hat Day, Spirit Day, Faculty Competition, Lunch & Learn

☐ **WRAP-UP**

- ☐ Send Final Reminder
- ☐ Collect Completed Pledge Forms
- ☐ Organize Pledges + Payments Based on Payment Type
 - ☐ One-Time (Cash/Check) ☐ Payroll Deductions
 - ☐ Bill Me / Online Payments ☐ Special Event Totals
- ☐ Complete Campaign Envelope Report with Location Totals
- ☐ Return All Campaign Materials to Garrett Dillard
(All Pledge Forms, Cash / Check Payments, w/ Completed Location Envelope Report)