

Fundraising Planning Worksheet

Step One: Set Goals

What are the organization's fundraising goals for the upcoming year? (Amount of money needed, funding for a specific event, awareness for a cause, relationship building for organization, etc.)

Step Two: Evaluate Past Fundraising Activities

- *How has the organization raised funds in the past?*
- *What has worked well?*
- *What hasn't worked? Can these activities be modified/adapted, or should they be eliminated?*
- *Are there any unique opportunities this year that you can take advantage of? (Ex. anniversary, campus-wide event, etc.)*

Step Three: Determine Available Resources

People (Members)	
Connections	
Starter Funds	
Materials	
Time	

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Step Six: Finalize the Details and Delegate Tasks

For each fundraising strategy that you plan to use, determine the following information.

Strategy: _____

Projected Costs: _____

Projected Income: _____

Net Funds Raised: _____

Other goals this strategy will meet (ex. generate publicity, build group morale, connect the organization with new audiences, contribute to recruitment of members, etc.):

Number of members needed to carry out this strategy: _____

Tasks/Steps to complete this strategy:

Date	Task(s)	Who

How will we determine if this event was a success?

