## Student Involvement



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## **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	
Connections	
Ctartar Funda	
Starter Funds	
Mataviala	
Materials	
	4
Time	

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### Step Four: Brainstorm Potential Strategies

Brainstorm a list of all of the potential strategies that the organization could use to fundraise in the upcoming year. At this point in the process, do not evaluate any of them for potential success.

## Step Five: Determine Which Strategies To Use

Now, using the list above, work with your organization to determine which fundraising activities are feasible for the organization to achieve based on the available resources (time, money, energy), and where you have the potential to raise the most funds for the efforts of the organization.

Strategy	Goals Targeted by this Strategy	\$ Goal	Target Audience	Details	When	Who	Cost
Bake Sale	Cover team registration fee for tournament	\$100	Individuals in Union over the lunch hour	Members will make baked goods to sell.	Oct 15	Member s will bake or staff the table.	No org cost. Volunteer s will donate baking supplies



### 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?