



# FUNDRAISING CHECKLIST

**So, you've decided to fundraise for The Kids' Cancer Project – thank you!**

**Use our handy checklist below to guide through the key steps to making your fundraiser a great success!**

## 1. Before you get started

- Decide what type of fundraiser you will hold
- Read The Kids' Cancer Project Fundraising Guidelines
- Create a simple plan for all the tasks that need to be completed and by who, including;
  - Set your target – how much you want to raise?
  - Choose a date and time
  - Choose a location/venue
  - Decide who you may need to involve? Do you need help organising your fundraiser?
- Complete and return an Agreement to Fundraise Form

## 2. Start Fundraising!

- Receive your Welcome Pack from The Kids' Cancer Project, complete with your Authority to Fundraise letter.
- Read The Kids' Cancer Project Fundraising Tool Kit
- Do you need a permit, permission or licence to hold your fundraiser in your location?
- Share Your Story with The Kids' Cancer Project
- Create your online fundraising page (optional) – add your photo, your story, and fundraising goal
- Decide how you will promote your fundraiser – e.g. via social media, email, local newspaper, workplace, social groups
- Submit any additional promotional materials you create to TKCP for approval
- Thank your supporters as donations come in!

## 3. After you've finished fundraising

- Thank your supporters! Share with them your final result
- Forward funds raised to TKCP
- Return any collection tins/raffle books or unsold merchandise to The Kids' Cancer Project
- You're done! Celebrate and be proud of what you have done to support childhood cancer research!