



# School Club Fundraiser Checklist

## DEFINE YOUR FUNDRAISER

- CHOOSE A FUNDRAISING IDEA THAT ALIGNS WITH YOUR CLUB'S GOALS AND INTERESTS.
- SET A CLEAR AND ACHIEVABLE FUNDRAISING GOAL.

## GET APPROVAL

- PRESENT YOUR IDEA TO YOUR FACULTY SPONSOR FOR INITIAL APPROVAL.
- COMMUNICATE WITH YOUR ROC SOLID REPRESENTATIVE TO MAKE SURE YOUR IDEA ALIGNS WITH THE ROC SOLID ORGANIZATION BRAND AND MISSION AND RECEIVE SUPPORT.

## ORGANIZE THE DETAILS

- DECIDE ON THE DATE, TIME, AND LOCATION OF YOUR FUNDRAISER.
- DETERMINE YOUR BUDGET AND IDENTIFY ANY MATERIALS OR RESOURCES NEEDED.
- ASSIGN ROLES TO CLUB MEMBERS TO ENSURE EVERYTHING RUNS SMOOTHLY.

## REQUEST MATERIALS

- COORDINATE WITH YOUR ROC SOLID REP TO RECEIVE ANY NECESSARY RESOURCES AND A CLASSY FUNDRAISING LINK. CLASSY IS OUR USER-FRIENDLY DIGITAL FUNDRAISING PLATFORM.

## PROMOTE YOUR FUNDRAISER

- CREATE FLYERS, POSTERS, AND DIGITAL CONTENT TO SPREAD THE WORD.
- LEVERAGE SOCIAL MEDIA AND SCHOOL ANNOUNCEMENTS TO BUILD EXCITEMENT.

## EXECUTE THE PLAN

- SET UP YOUR FUNDRAISER AND ENSURE ALL TEAM MEMBERS KNOW THEIR ROLES.
- MAINTAIN ENERGY AND ENTHUSIASM THROUGHOUT THE EVENT TO ENGAGE PARTICIPANTS.

## TRACK PROGRESS

- MONITOR FUNDS RAISED DURING THE EVENT VIA CLASSY AND CELEBRATE MILESTONES.
- KEEP YOUR ROC SOLID REP UPDATED ON YOUR PROGRESS.

## WRAP-UP & REFLECT

- TALLY YOUR FINAL FUNDS RAISED AND REPORT THE TOTAL TO ROC SOLID.
- THANK ALL PARTICIPANTS AND DONORS FOR THEIR SUPPORT.
- REFLECT ON WHAT WORKED WELL AND WHAT COULD BE IMPROVED FOR FUTURE FUNDRAISERS.

## OPPORTUNITIES FOR HANDS-ON SERVICE



## PRE-APPROVAL STEPS

1. Reach out to Roc Solid to get connected with your RSF representative.
2. Schedule an initial meeting with your RSF representative to discuss your school's requirements for club approval and to learn more about our membership expectations.
3. Roc Solid will actively work with you to meet your school's requirements for club approval.

## INITIAL POST-APPROVAL STEPS

1. We will send you a link to register your club with Roc Solid. This will ask for school information and leadership contacts.
2. You will receive both a physical and digital marketing kit to introduce Roc Solid to your school community and recruit members.
3. Host your first meeting and begin planning your first fundraiser!