

Set up a Fundraising Committee

Use this checklist as a guide to help you get started in setting up a new fundraising committee. Be sure to find out if there are any rules or guidelines that need to be followed if you're setting up a committee at an already established place such as a school or company. (More about [finding volunteers](#).)

Recruit Fundraising Committee Volunteers:

- Identify at least one person who can assist you in forming the fundraising committee:

- Put out a general call for committee members and volunteers. Post fliers, post in newsletters, email, social media or chat (if appropriate), and/or send out a letter. Be sure to include detailed contact information. _____

- Post one or more volunteer sign-up sheets and/or circulate a sign-up sheet when your group meets. (You might also consider adding members by invitation or referral only in order to form your committee in a more slow and controlled manner.) _____

- Make a list of people you feel are qualified to fill positions on your fundraising committee. Include phone and other contact information where available. _____

- Call or approach potential fundraising committee members and ask them personally for their help. Note each contact, including if the person agreed to serve in the event that enough fundraising committee volunteers could not be recruited. _____

- Follow-up with uncommitted members who agreed to help if needed, or who were previously unsure. Respect those who said they would not like to be on the committee. _____

- Make a master membership list of all recruited volunteers and their potential roles. _____

Organization & Meeting:

- Outline a general structure for your fundraising committee (include a committee chair/co-chairs and officers or positions such as secretary, treasurer/bookkeeper, etc.). _____

- Identify a central meeting space and confirm that it is available at a designated regular time slot. ____

- Set a date and a time for your first meeting, and personally contact each new fundraising committee member. Be sure to inform them of the date, time, and location. If the timing is not convenient for most members, reschedule as you will need good attendance at the first few meetings. _____

- If available, review guidelines for the fundraising/fundraising committee of your organization prior to the first meeting. These will also help guide your efforts during the set-up of the fundraising committee. Find out if there are any specific by-laws that must be followed. _____

Your First Fundraising Committee Meeting:

- Be sure someone is taking notes (“minutes”), even if you haven't identified a formal secretary yet. ____

- Discuss basic structure of your fundraising committee, and ask for volunteers to fill needed positions.

- Overview your goals and mission for the committee, then open discussion to the group. _____

- Record both organizational and fundraising goals, working together to create a Fundraising Plan of Action for the year. _____

- Brainstorm some possibilities for fundraising, and commit to a formal vote at the next meeting. _____

- Set the time and location for the next meeting. _____
