

FUNDRAISING PLAN CHECKLIST

- **DEFINE WHO YOU ARE**
 - a. MISSION
 - b. VISION
 - c. VALUES

- **SET YOUR FUNDRAISING GOALS**
 - a. AMOUNT OF MONEY
 - b. WHERE WILL THE FUNDS GO

- **DETAIL YOUR METHODS**
 - a. SHORT-TERM
 - b. LONG-TERM
 - c. DELEGATE

- **INCORPORATE DONOR STEWARDSHIP**

- **CREATE A BUDGET**
 - a. REVENUE AND EXPENSES FOR EACH ACTIVITY
 - b. OVERALL BUDGET

- **DEVELOP AN ANNUAL CALENDAR**

- **COMPILE YOUR INFORMATION**
 - a. WRITE DOWN YOUR PLAN
 - b. CONTINUOUSLY EVALUATE