



# Capital Gymnastics Girls' Booster Club

## 8 Easy Steps to Run a Fundraiser

The steps below provide detailed information on how to run your fundraiser. If you have any questions at any time in the process, please do not hesitate to contact the Vice President of Fundraising (VP-FR), [www.cggbc.com/contact\\_us](http://www.cggbc.com/contact_us).

**Step 1** – Get approval for your fundraiser. To chair (i.e. head up and lead) a fundraiser, complete the **Fundraiser Application Form (FAF)** and place it in top drawer of the CGGBC file cabinet in the VP-FR folder at the gym. This form can be found in the CGGBC Handbook and is available electronically under the Documents tab on the website. Send an email to the VP-FR to alert her/him of the application form. This document must be approved by the VP-FR.

**Step 2** – If the fundraiser is in the viewing area of the gym or anywhere on the grounds, the VP-FR must get approval from the owners. You are **not** to seek this approval. Once approval is received, the VP-FR will notify you.

**Step 3** – Complete an **Informational Flyer** (see below) which will be distributed with your fundraiser catalogue. When you create your own flyer, be sure the following information is included in your flyer: your name and contact information; the profit percentage; assessment period; start date; end date; the product delivery date and instructions to make checks payable to CGGBC and to return all orders to a specific file in the top drawer of the file cabinet and payments to the CGGBC white box on top of the file cabinet. The Informational Flyer is submitted electronically to the VP-FR for approval before distribution. The VP-FR will forward the approved flyer to the CGGBC President for distribution.

**Step 4** – Post the approved flyers in the gym or place catalogs in the appropriate file folder for members to collect.

**Step 5** – Throughout the fundraiser, the Treasurer will make all deposits. You will receive a copy of all deposits and corresponding orders via email. If there are any discrepancies between the order and the check amount, the Treasurer will contact you. It is your responsibility, as the Chair, to work with the booster club member who placed the order to correct all problems.

**Step 6** – If the credit card machine can be used for payments, contact the VP-FR for the machine and you will be instructed on its use and procedures.

**Step 7** – Submit accounting information (spreadsheet) within one week of the “end date” of your fundraiser to the VP-FR. You should submit this form electronically to the VP-FR. The information should include, but not limited to, names of those that participated; amount collected; amount to be paid to fundraiser; amount to be distributed to each family’s account that participated. These totals should agree with total amount collected.

**Step 8** – Arrange for distribution of the fundraiser merchandise as soon as it is received.

Congratulations! You have successfully finished a CGGBC fundraiser.

# INFORMATIONAL FLYER

NAME OF FUNDRAISER: \_\_\_\_\_

START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

PRODUCT DELIVERY DATE: \_\_\_\_\_

PICK UP INSTRUCTIONS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROFIT PERCENTAGE: \_\_\_\_\_

ASSESSMENT PERIOD: \_\_\_\_\_

ALL PAYMENTS MUST BE IN THE FORM OF A CHECK. PLEASE MAKE ALL CHECKS PAYABLE TO CGGBC. TURN IN ALL ORDERS TO THE TOP DRAWER OF THE FILE CABINET IN THE \_\_\_\_\_ FOLDER AND PAYMENTS TO THE CGGBC WHITE BOX ON TOP OF THE FILE CABINET AT THE GYM.