

# HOW TO ORGANIZE A FUNDRAISER

Popular types of fundraisers include: bake sale, lemonade stand, garage sale, and craft fair. But the possibilities are endless! Think about who's spending money and what they're most likely to buy, and use the below list to turn your idea into action.

## 6-8 Weeks

BEFORE THE FUNDRAISER

- Select the organization or cause you're supporting
- Decide what type of fundraiser makes sense. (Consider both the cause and who's most likely to come.)
- Schedule the date and location
- Recruit volunteers
- If needed, contact local businesses to donate food or supplies
- Figure out where to store the donated items prior to the event, and how to get them to the place where you're hosting the fundraiser
- Spread the word! Post flyers, share the event on social media, and invite family, friends, and colleagues to participate by donating items or showing up

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## 1-2 Weeks

BEFORE THE FUNDRAISER

- Make sure you have enough items to sell and people to run the event smoothly
- Follow up with volunteers and donors to make sure they know where they need to be and when
- Create/gather any information about the cause you want to distribute at the fundraiser

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## 1 Day

BEFORE THE FUNDRAISER

- Set up sales area and make sure you have all your supplies
- Be available to answer questions from volunteers or attendees and to receive donated items at the appropriate storage/event facility

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## The Day

OF THE FUNDRAISER

- Arrive early to set up and to greet volunteers and guests as they arrive
- Choose a secure place to keep money
- Enjoy yourself! Be sure to talk to guests about the organization or cause to which they're donating
- Gather guest contact information through a sign-up sheet, if you can, so you can follow up with them

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## After

THE FUNDRAISER

- Clean up the event location
- Drop off the money with the organization for which you raised money
- Follow up with volunteers to thank them for their help and tell them how much money they raised



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