



# Planning Worksheet

Determine the planning requirements of the fundraiser:

**What** do you need to buy? Products to sell? Items to help you sell them?

**When** will you conduct the fundraiser? If you are selling a product, you might like to do it before school or at recess. If it is food, it might be best to sell at lunchtime.

**Who** do you need to work with? Do you need permission from the Principal or others? Do you need to borrow any equipment, like a barbecue? Do you need to use the kitchen or art room?

For **How** much do you have to sell your product in order to make a profit?  
Determine how much it will cost to buy all of the items? How much do you have to sell each item for to make more money than it costs?

**How** will you publicise your fundraiser? Will you create posters? Will you visit other classes to talk to them about your fundraiser?



## Conducting the event

**Who** will help out during the fundraiser? Do you need a roster of people to help sell your items?