



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?