



FUNDRAISING CHECKLIST

So, you've decided to fundraise for The Kids' Cancer Project – thank you! Use our handy checklist below to guide through the key steps to making your fundraiser a great success!

1. Before you get started

- Decide what type of fundraiser you will hold
- Read The Kids' Cancer Project [Fundraising Guidelines](#)
- Create a simple plan for all the tasks that need to be completed and by who, including;
 - Set your target - how much do you want to raise?
 - Choose a date and time
 - Choose a location/venue
 - Decide who you may need to involve? Do you need help organising your fundraiser?
- Complete and return an [Agreement to Fundraise Form](#)

2. Start Fundraising!

- Receive your Authority to Fundraise letter from The Kids' Cancer Project
- Read The Kids' Cancer Project [Fundraising Tool Kit](#)
- Ask- Do you need a permit, permission or licence to hold your fundraiser in your location?
- Create your online fundraising page (optional) – add your photo, your story, and fundraising goal
- Decide how you will promote your fundraiser – e.g. via social media, email, local newspaper, workplace, social groups
- Submit any additional promotional materials you create to The Kids' Cancer Project for approval
- REMEMBER!** Share your story with The Kids' Cancer Project
[#FundraiseYourWay](#)
[@thekidscancerproject](#)

3. After you've finished fundraising

- Thank your supporters! Share your final result with them
- Return any collection tins/raffle books or unsold merchandise to The Kids' Cancer Project
- Forward all funds raised to The Kids' Cancer Project via bank deposit or uploading it to your fundraising page