

One Dollar For Life™ Fundraiser Checklist

Sponsoring Club: _____ Target Dates: _____
 Student Leader: _____ Email: _____
 Faculty Adviser: _____ Email: _____

Organize

Task	Owner	Date Due
Team/task responsibilities defined		
Administration OK and date		
Authorization Form returned		
Other clubs recruited (optional)		
Kiwanis Club Supporting		

Teach Yourself Task Leader: _____ Email: _____

Document	Discussion Leader	Date Due
The Quick 411 on ODFL		
What We've Done		
The Three Meanings of ODFL		
Partner and Project Standards		
Haiti Trip Report		
Frequently Asked Questions		
Our chosen project		
Student Talking Points		

Engage Teachers Task Leader: _____ Email: _____

Task	Owner	Date Due
Letter and tri-fold to <i>every</i> teacher		
Personal visit to <i>every</i> teacher		
Prospectus emailed to <i>every</i> teacher		
Photos in faculty room		

Publicize Task Leader: _____ Email: _____

Task	Owner	Date Due
Publicize goal to entire school		
Flyers printed and hung		
FaceBook pyramid		
Daily announcements		
Student/Local newspaper		
Other		

Execute Task Leader: _____ Email: _____

Task	Owner	Date Due
Build boxes		
Box control form complete		
Daily collections		
Daily announcements of progress		
Follow-up to ODFL		