# **Culture Club Fundraising by Month**

Group Leader and Parent Responsibilities

# August

# September

# October

High School Parent/Teacher Conferences

* Request Money Bags
* Provide 1 cooler, 1 table, a rolling cart and supplies left over from previous fundraisers (water, pop, napkins, plates)
* Email teachers to let them know there will be food
* Work Order for custodians:
  + Garbage cans
  + 2-3 chairs for workers
  + Cafeteria tables
* Set up a Signup Genius page for workers
* Create and print a tally sheet to keep track of sales
* Print worker list/sign in sheet
* Deposit money, arrange for payment to Pizza Ranch, reimburse parent purchases and record profits in student accounts
* Advertise to community through daily announcements, social media and signs
* Call Pizza Ranch to schedule the evening
* Request the use of Pizza ranch pizza warmer
* Pick up and drop off pizza warmer from Pizza Ranch
* Order and pick up first 3-4 pizzas
* Call Pizza Ranch to order as needed throughout the evening
* Arrange for needed coolers/ice
* Keep track of and turn in all receipts and money bags
* Supervise student workers
* Assure all workers sign in and out
* Pick up needed supplies (pop, water, paper products)
* Decide on pricing and need for bars
* Create signs with prices for tables
* Set up and clean up
* Inventory and return extra supplies to Mrs. Johnson’s room

Send donation request letters

(Only sent in second year)

* Compile a list of organizations and businesses to send letters to and verify addresses
* Compose or modify existing request for donations letter
* Address and stuff envelopes
* Mail letters

# November

Holiday Sale – Catalog/Poinsettias/Soap/Candles

* Acquire order forms and create folders
* Distribute and collect folders and money
* Reminder announcements to students
* Verify that student orders and money turned in match
* Send orders in
* Deposit money, arrange for payment to vendors, and record profits in student accounts
* Coordinate delivery, sorting and pick up of products

Elementary Parent/Teacher Conferences

* Request Money Bag
* Provide supplies left over from previous fundraisers (water, pop, napkins, plates)
* Email teachers to let them know there will be food
* Work Order for custodians:
  + Garbage cans
  + 2-3 chairs for workers
  + a table at West to set up pizza and bars
  + tables for people to eat
* Set up a Signup Genius page for workers
* Create and print a tally sheet to keep track of sales
* Print worker list/sign in sheet
* Deposit money, arrange for payment to Pizza Ranch, reimburse parent purchases and record profits in student accounts
* Advertise to community through daily announcements, social media and signs
* Call Pizza Ranch to schedule the evening
* Request the use of Pizza ranch pizza warmer
* Pick up and drop off pizza warmer from Pizza Ranch
* Pick up supplies from Central and transport to West
* Order and pick up first 3-4 pizzas
* Call Pizza Ranch to order as needed throughout the evening
* Keep track of and turn in all receipts and money bags
* Arrange for needed coolers/ice
* Supervise student workers
* Assure all workers sign in and out
* Pick up needed supplies (pop, water, paper products)
* Decide on pricing and need for bars
* Create signs with prices for tables
* Set up and clean up
* Inventory and return extra supplies and worker sign in to Mrs. Johnson’s room

# December

Burger Feed

* Request Money Bag
* Work Order for custodians:
  + Extension cord
  + Garbage cans
  + Tables
* Set up a Signup Genius page for workers
* Print worker list/sign in sheet
* Create and print a tally sheet to keep track of sales
* Deposit money, arrange for payment to vendors and/or parents and record profits in student accounts
* Request bars from travelers
* Sell leftover bars in teachers’ lounge
* Advertise to community through daily announcements, social media and signs
* Set a menu and make arrangements for all food
* Pick up any needed supplies (pop, water, paper products, chips, etc.)
* Greet any food suppliers and assist with set-up and clean up
* Supervise student workers
* Assure all workers sign in and out
* Return money bag, invoices, receipts, tally sheets, etc. to Mrs. Johnson

# January

Movie Concessions

* Request Money Bag
* Work Order for custodians:
  + Tables
* Request use of the popcorn maker
* Set up a Signup Genius page for workers
* Print worker list/sign in sheet
* Deposit money, reimburse parent purchases, and record profits in student accounts
* Purchase items to sell
* Set pricing for sales
* Create signs with product prices
* Turn in product receipts to Mrs. Johnson
* Report selling prices to Mrs. Johnson
* Set up tables
* Make popcorn
* Supervise student workers
* Assure all workers sign in and out
* Clean up the hallway and auditorium after the movie
* Inventory and return extra products and supplies to Mrs. Johnson
* Return money bag, worker list, etc. to Mrs. Johnson

# February

Frozen Food Sales

* Contact North Star Sales to acquire order forms and folders
* Distribute and collect folders and money
* Reminder announcements to students
* Verify that student orders and money turned in match
* Send orders to North Star Sales
* Deposit money, arrange for payment to vendor, and record profits in student accounts
* Schedule a location for deliveries
* Coordinate delivery, sorting and pick up of frozen food
* Sell “extras”

Movie Concessions

# March

Movie Concessions

High School Parent/Teacher Conferences

# April

Burger Feed

# May

# June

# July