Dairy Project Fundraiser Checklist

A dairy project fundraiser checklist for clubs and families to plan a fundraiser for dairy project expenses, from approvals to thank-you notes.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Goal and purpose set	☐	☐	☐
Approvals from leader or club	☐	☐	☐
Event type chosen	☐	☐	☐
Date and place reserved	☐	☐	☐
Permits checked	☐	☐	☐
Volunteers assigned	☐	☐	☐
Supplies and food safety planned	☐	☐	☐
Promotion plan	☐	☐	☐
Money handling and thank-you notes	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Check with your club, school and local officials about rules for fundraisers and food sales.

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