FFA | CHECKLIST

FFA Alumni Fundraiser Checklist

Fundraiser checklist for FFA alumni chapters to confirm goals, approvals, supplies, helpers, and money handling so each event raises funds in an organized and accountable way.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Set the purpose of the fundraiser	☐	☐	☐
Get officer and school approval	☐	☐	☐
Check local and state rules	☐	☐	☐
Choose the event or product	☐	☐	☐
Assign a chair and helpers	☐	☐	☐
Gather supplies and signs	☐	☐	☐
Set up cash handling steps	☐	☐	☐
Record income and expenses	☐	☐	☐
Thank donors and volunteers	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Have two people count and record money together and keep a written copy of every total.