Poultry Project Fundraiser Checklist

A poultry project fundraiser checklist for planning an event or sale to support a project. Clubs use it to organize tasks, permits and thanks. Reuse it whenever the task comes up again.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Set the fundraiser goal	☐	☐	☐
Pick event type and date	☐	☐	☐
Check local rules and permits	☐	☐	☐
Assign volunteers	☐	☐	☐
Gather supplies	☐	☐	☐
Promote the event	☐	☐	☐
Plan cash handling	☐	☐	☐
Collect and count funds	☐	☐	☐
Send thank-you notes	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Check food safety rules for any egg or poultry foods, and have two people count cash.