# Sheep Project Fundraiser Checklist

A checklist for planning a fundraiser for a sheep project or club. Use it to organize permission, supplies, helpers and money handling. Check each item in turn and keep the completed page with your other farm records.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Goal and use of funds set | ☐ | ☐ | ☐ |
| Club or leader approval | ☐ | ☐ | ☐ |
| Event date and place chosen | ☐ | ☐ | ☐ |
| Supplies and food rules checked | ☐ | ☐ | ☐ |
| Volunteers assigned confirmed | ☐ | ☐ | ☐ |
| Cash handling plan made | ☐ | ☐ | ☐ |
| Promotion plan ready | ☐ | ☐ | ☐ |
| Thank-you notes planned | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Check local permit and food rules early, and have two people count and record the money.



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