



Fundraising Organiser Checklist

- Set a fundraising target** – give your sellers a goal to reach so you can celebrate together as you get closer!
- Set your fundraiser date** – consider other events in your calendar and give yourself enough time to take pre-sales from your community and hit your target (we recommend 4-6 weeks).
- Create your fundraising account** – head over to the website and create your fundraising account if you haven't already.
- Start taking pre-orders** – we recommend using a mix of email, face-to-face and online sales.
- Send final reminders** – around 16 days before your fundraiser date, remind your community they only have a day or two left to get orders in for some delicious doughnuts!
- Submit your order on our website** – a minimum of 10 days before your event, you'll need to place your order on our fundraising website. Remember, there is a 20-dozen minimum for all fundraising orders!
- Pay for your order** – if using Credit Card, PayPal, ApplePay or GooglePay, you can pay for your order at check-out. If using the direct deposit option, you have to make sure your order is paid **7 days** prior to your pick-up/collection date. If you require a payable invoice for accounting purposes, please reach out to us.
- Receive your dozens** – on your order date, collect or receive your dozens to distribute. Store them in a cool, dry place until you're ready to hand them out.
- Hand out your dozens** – set up a collection stall for people to collect their orders from.
- Celebrate your fundraiser's success** – give yourself a big pat on the back, you did it! We'd love to celebrate your success with you, so if you have any photos of your event – please send them through!