This Financial Check List is a tool designed to make your CFD financial life run smoothly. You may not need to complete every step or fill in every field depending on your campaign needs. If you have any questions about this check list prior to, during or after your fundraisers, contact Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181 anytime.

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| --- | --- |
| **Financial Check List** | **Completion Date** |
| **PRE-FUNDRAISER** |
| Decide what type of fundraiser you want to hold: chili feed, book drive, awareness luncheon, etc. More ideas can be found under “Other Campaign Resources” on the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources.aspx>. |  |
| Decide what charity/charities your fundraiser will benefit. Record the charity name and CFD code. Use the CFD search engine to search for charities to support: <https://www.cfd.wa.gov/search.aspx>. Charities must be active at the CFD and the OSOS Charities Division to receive fundraiser money. Record your charity name and CFD code below:  |  |
| **Number** | **Charity Name** | **CFD Seven-Digit Code** |
| #1 |  |  |
| #2 |  |  |
| #3 |  |  |
| #4 |  |  |
| #5 |  |  |
| #6 |  |  |
| #7 |  |  |
| #8 |  |  |
| #9 |  |  |
| #10 |  |  |
| If you choose to support more than one charity at your fundraiser, determine how you’ll split donations amongst them. For example, you can split donations evenly, assign percentages or dollar amounts to your chosen charities. |  |
| Decide what types of giving methods you want to accept at your fundraiser. Accepted methods are cash, check, money order, credit/debit card and payroll contribution. If you need a credit/debit card link, contact the CFD state office at cfd@sos.wa.gov or (360) 902-4162 with details about your fundraiser and pricing points. The CFD state office needs two weeks to create fundraiser event links. If you’re holding an auction and want to offer payroll contribution as a payment method, there are regular and limited-time contribution forms available for download under “Other Campaign Resources” on the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources.aspx>  | **Completion Date** |
| Set a goal for your fundraiser. Use the 2014 Annual Giving Campaign Report in your Campaign Leader training materials as a base to build a goal. This report lists what each agency and school gave during the 2014 CFD campaign. Aim to raise a specific dollar amount, increase participation or choose a goal relative to your chosen charities. |  |
| Advertise your fundraiser, the charity/charities being supported and the goal for your fundraiser at your office and agency. |  |
| Obtain a fundraiser ID from the CFD state office. Every fundraiser needs to have a fundraiser ID to be authorized. Contact Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181 to get a fundraiser ID. Record your fundraiser name and fundraiser ID below: |  |
| **Fundraiser Name** | **Fundraiser ID** |
|  |  |
| Find out who will be transferring your fundraiser dollars from your agency fiscal office to the OSOS fiscal office. Record their contact info below: |  |
| **Fiscal Name** | **Email Address** | **Phone Number** |
|  |  |  |
|  |  |  |
| Give your agency fiscal contact the contact info for the CFD and OSOS fiscal office:  |  |
| **CFD & OSOS Fiscal Name** | **Email Address** | **Phone Number** | **Mailstop** |
| CFD-Heather Lucas | heather.lucas@sos.wa.gov | (360) 902-4181 | 40250 |
| OSOS Fiscal-Maria Thomas | maria.thomas@sos.wa.gov | (360) 704-5258 | 40251 |
| Share your fundraiser ID with your agency fiscal contact. They will need to include this number on the financial transfer they make from your agency to the OSOS fiscal office. |  |
| Check with your agency fiscal contact to obtain internal cash handling policies. If your agency does not have one, refer to the CFD Cash Handling Policy on page 20 of the Campaign Leader Training Handbook. |  |
| Set a budget for your fundraiser. Ask your agency fiscal contact if your agency has a budget for CFD fundraisers and events. The CFD is no longer able to absorb all fundraising costs, so you need to set and maintain a budget. If you raise $500, but spend $300 in preparation for your fundraiser, your chosen charity/charities will receive $200. Regardless of whether your agency has a CFD budget, your fundraiser needs one. Do not spend more money than you anticipate raising at your fundraiser.  | **Completion Date** |
| Download the Fundraiser Transfer Form under “Fundraiser Resources” from the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources.aspx>. The Fundraiser Transfer Form must be submitted when your agency fiscal contact transfers your fundraiser at the end of the CFD campaign. The Fundraiser Tracking Workbook, Fundraiser Event Form and Fundraiser FAQ are also located under “Fundraiser Resources” as tools to help track your fundraisers.  |  |
| Assign two volunteers to maintain your payment station during your fundraiser. **Time-saving tip:** ask your agency fiscal contact or fiscal personnel to volunteer at the payment station during your fundraiser. When your fundraiser is over, they can take the counted funds and deposit them immediately. |  |
| Ask your agency fiscal contact for petty cash to use as change at your fundraiser. |  |
| Ask your agency fiscal contact for a locking cash box or storage unit to securely store petty cash on the day of your fundraiser. If your agency fiscal contact or fiscal personnel can volunteer at your event, ask them to bring the petty cash and lock box with them the day of the event. |  |
| If you have a credit/debit card link for use at your fundraiser, pack a laptop and charger to set up during your event. Even if you don’t have a payment link, having a computer available to use the CFD search engine during your fundraiser is the quickest way to find a charity. |  |
| **DURING YOUR FUNDRAISER** |
| Just before your fundraiser kickoff, check in with the volunteers maintaining your payment station. Make sure they have pens, contribution forms, petty cash in a lock box, a computer, charity guides and a pad of paper to record cash, check and money orders anticipated during your fundraiser and any other materials they may distribute or use at this station. |  |
| Make sure your volunteers understand they have three key responsibilities: To protect and respect donations given at your fundraiser; To keep all donations and contribution forms safe; To organize, count and record all donations. The payment station and all funds donated should never be left unattended.  |  |
| **POST-FUNDRAISER** |
| Check in with your volunteers regarding how much was raised. Make copies of the cash/check counting record your volunteers created. |  |
| Get all cash, checks and money orders to your agency fiscal contact (if they weren’t able to volunteer at your event) for deposit within 24 hours. Keep these funds in a locked, secure location until you can safely hand donations to your agency fiscal contact. |  |
| Send all collected payroll contribution forms to the CFD state office at MS 40250. You do not need to include this total in any fundraiser transfer totals. |  |
| Complete the Fundraiser Transfer Form. Remember to include your Fundraiser ID in the name field. Get the transfer number and total amount transferred from your agency fiscal contact.  |  |
| Log into your volunteer profile under the volunteer tab by clicking on the “Campaign Leader Sign-In” button. For step-by-step instructions, refer to page 22 of the Campaign Leader Handbook or the Logging a Fundraiser video under “How-to Videos” on the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources.aspx>.  |  |
| Submit the Fundraiser Transfer Form, the Fundraiser Tracking Workbook (or a list of what charities receive what dollar amounts) and financial transfer data to the CFD and OSOS Fiscal office (Heather Lucas and Maria Thomas).  |  |
| Download an A-19 reimbursement form under “Fundraiser Resources” on the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources.aspx>. You can choose to be reimbursed for purchases you made prepping for your fundraiser. If you wish to receive reimbursement for any purchases made for your fundraiser, submit an A-19 form with copies of receipts to your agency fiscal contact. Keep a copy of all receipts and submitted A-19’s for your records. Your fiscal office will reimburse you directly and send a reimbursement request to the OSOS fiscal office. The OSOS fiscal office will reimburse your fiscal office. If you or your fiscal office have any questions on this process, contact the CFD at cfd@sos.wa.gov or (360) 902-4162. |  |
| Share your fundraiser totals and successes with your volunteers and coworkers! Thank you cards, thank you letters and certificates of appreciation are located under “Recognition/Certificates” on the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources.aspx>  |  |

**Completion Date**