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.

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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>. |  |
| Decide what charity/charities your fundraiser will benefit. Record the charity name and CFD code. If needed, use the CFD search engine to conduct a search for charities to support: <http://www.cfd.wa.gov/search>. Charities must be active at the CFD and the OSOS Charities Division to receive fundraiser money. Record your charity name and CFD code below:  |  |
|  | **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. | **Completion Date** |
| 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 payment links. If you want to offer payroll contribution as a payment method, there are contribution forms available for download under “Other Campaign Resources” on the volunteer page: <http://www.sos.wa.gov/_assets/cfd/ContributionForm.pdf> **Completion Date** |  |
| Set a goal for your fundraiser. Use the 2016 Annual Giving Campaign Report (available at <https://www.cfd.wa.gov/_assets/cfd/2016-Annual-Campaign-Report-WEB.pdf>) as a base to build a goal. This report lists donations given at each agency during the 2016 CFD campaign. You can 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. |  |
| 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** |
|  |  |  |
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|  |  |  |
| 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 | 40224 |
| 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. |  |
| 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 not 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. Remember, do not spend more money than you anticipate raising at your fundraiser.  |  |
| If you or your fellow volunteers need to make purchases out-of-pocket for your fundraiser and desire reimbursement, save your receipts for submission. |  |
| Download the Fundraiser Transfer Form under “Fundraiser Resources” from the volunteer page: <http://www.cfd.wa.gov/cfd/volunteerresources>. 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 at least two volunteers to maintain your payment station during your fundraiser for cash and check transactions. You may require more depending on your payment station needs. These volunteers must count and record all cash and check donations at the end of your event, sign and date the record and turn these donations over to you or your agency fiscal office.**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. | **Completion Date** |
| Ask your agency fiscal contact for petty cash (in a locking cash box or storage unit) to use as change at your fundraiser. |  |
| If your agency fiscal contact or fiscal personnel can volunteer at your event, ask them to bring the petty cash in the lock box with them the day of the event. Otherwise, arrange a time to connect to pick up the petty cash. | **Pick Up Petty Cash Date** |
| 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 want 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 or PO Box 40250, Olympia, WA 98504-0250.You do not need to include this total in any fundraiser transfer totals. |  |
| Complete the Fundraiser Transfer Form: Obtain the transfer number and total amount transferred from your agency to the CFD from your agency fiscal contact.  |  |
| Log into your volunteer profile under the volunteer tab by clicking on the “Campaign Leader Sign-In” button on the Volunteer Resources page at <http://www.cfd.wa.gov/cfd/volunteerresources>. Log your fundraiser and charity details.For step-by-step instructions, refer to the Campaign Leader Handbook or the Logging a Fundraiser video under “How-to Videos” on the volunteer page: <http://www.cfd.wa.gov/cfd/Your-Fundraiser-Made-Simple>.  |  |
| 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, contact info on page 2).  |  |
| If needed, download an A-19 reimbursement form under “Fundraiser Resources” on the volunteer page (<http://www.cfd.wa.gov/cfd/volunteerresources>). You can choose to be reimbursed for purchases you or your fellow volunteers made for your fundraiser. If you wish to receive reimbursement for any purchases made, 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>. If you want to share your successes with other CFD volunteers around the state, send your totals, successes and any flyers, photos, videos and other marketing materials to the CFD at cfd@sos.wa.gov. We’d love to celebrate your hard work on the front page of our website and throughout the campaign!  |  |

Good luck and have fun!