

## **Crowdfunding Checklist**

School \_\_\_\_\_

Date \_\_\_\_\_

Teacher/Sponsor \_\_\_\_\_

### **Prior to Starting Crowdfunding Campaign**

View Crowdfunding PowerPoint \_\_\_\_\_

Verify organization has a complete registration in VendorLink \_\_\_\_\_

Complete a Fundraiser/Activity form with principal's approval \_\_\_\_\_

### **Once Crowdfunding Campaign is Over**

Submit the following to the bookkeeper:

Fundraising Financial Report \_\_\_\_\_

Crowdfunding vendor's financial report \_\_\_\_\_

Request for School Board Agenda (if \$500 or more) \_\_\_\_\_

\*Initial each item on checklist as it is completed. Turn in copy of completed checklist to bookkeeper with Fundraising Financial Report.