

ACTION PLAN

Event/Project Title: Fundraising **Event/Project Deadline:** Ongoing
Chairperson(s): _____

General Task/ Desc. of Activity	Location	Steps to Completion	Others Responsible	School Contacts	Materials, with Cost	Done? Y/N	Notes (ex, modification ideas)
Planning		Plan coming year's fundraising efforts with Executive Board. Past ideas include: -t-shirts -water bottles -recycled bags -magazine drive (benefit technology) -concession sales -gift cards -box tops Questions to consider include: -impact of fundraising on operating budget -selection of certain fundraisers -appropriateness of specific fundraisers -assistance required to make fundraisers successful	MMSA Officers				Summer
Budget		Assist in creation of proposed operating budget for coming year	Treasurer				May/June
Coordination		Coordinate each fund-raising effort during the school year. Review Q-Notify messages with Exec Board before submitting to gatekeeper		MMSA Pres. Q-notify Gatekeeper			Year-round
Solicit volunteers		Solicit volunteers to help with specific fundraisers	MMSA				Year-round

Monitor		Monitor each fund-raising effort. Inform Exec. Board of changes, issues, additions to plan. Report success of each fundraiser to membership.		Exec. Board			Year-round
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