

BRAAF Fundraising Activity Checklist

Event Name: _____

Event Date: _____

Fund Name: _____

Fundraiser Planning	✓	Date Completed
Complete and submit Fundraising Activity Form at least two months prior to the Event	☐	
Create budget (part of Fundraising Activity Form) and submit at least two months prior to the Event	☐	
Obtain approval of Event and budget from BRAF	☐	
Secure liability insurance needs (check with BRAF)	☐	
Contact BRAF regarding web presence for credit card donations, if applicable	☐	
Confirm compliance with all federal and state laws and local ordinances	☐	

Promotional Materials	✓	Date Completed
Clearly state on all fundraising materials that funds are being raised to support the “_____ Fund, a Field of Interest fund of BRAF”	☐	
Disclose quid pro quo tax deduction guidelines to potential donors at the time of solicitation if goods or services will be provided to donors	☐	
Send drafts for all promotional materials for event (i.e. tickets, brochures, etc.), in advance of printing, as well as any materials using BRAF's name or logo	☐	
Send final copies of all promotional materials to BRAF	☐	

Expenses	✓	Date Completed
Determine fair market value goods and services received by donors	☐	
Determine how expenses will be paid	☐	
Submit to BRAF any invoices from third-party vendors that did not directly bill BRAF within 30 business days following the event	☐	

Contributions	✓	Date Completed
Have all contribution checks made payable to “Baton Rouge Area Foundation” or “BRAAF” with the name of the fund in the memo	☐	
Make donors aware that credit card donations are possible through BRAF's website (if applicable)	☐	
Make donors aware that contributions made in the form of cash will not receive tax acknowledgement by BRAF (donor information cannot be substantiated)	☐	
Deliver all proceeds to BRAF within 30 business days following the event	☐	
Supply all donor information to BRAF for acknowledgements within 30 business days following the event	☐	
If an auction was held, provide BRAF with fair market value of items auctioned off and the price the respective donor paid for each item at the time proceeds are deposited	☐	

