

NDI Group Fundraising Worksheet

Name/Number of Brigade: _____

Dates of Trip: _____

Group Leader(s): _____

What is the amount we will give the leader (% or dollar amount)_____

What are the minimum requirements of service for attendees to qualify to receive a portion of the fundraising pie (hours, number of events attended, etc). For example – everyone signs up for a task AND attends one event.

Anyone can opt out of the fundraising cut if they are unable or unwilling to actively participate in fundraising efforts. Opt outs _____

How the team will deal with discrepancies. Please use your inner wisdom here – if your not putting in an equal effort, do not take advantage of those who are.

Major Tasks that will qualify *(each of these tasks could easily have 2-4 people. Many tasks will require the whole group to participate but will need a couple main people coordinating the details)*

- Securing donations of medicine and supplies (making lists of doctors/companies to call, assigning each person to call at least 2 companies, coordinating the incoming donations that are received, coordinating with NDI to see what donations are most needed)

Assigned: _____

- Fundraising (ideas for events, event planning, finding space, marketing for the event, set up and break down of the event, finding entertainment for the event)

Assigned: _____

- Inventory (coordinating and recording the inventory, properly filling out the inventory form and sending it to NDI, coordinating packing party)

Assigned: _____

- Compiling and preparing thank you letters (this can be hundreds of letters depending on how successful you are)

Assigned: _____