

Appendix II

Forms in Landscape Orientation

- 1.) Initial List of Things to Do Worksheet
- 2.) Pledge Log Form
- 3.) Pledge Donation Form
- 4.) Donation Log Form
- 5.) Budget Worksheet
- 6.) Contact Person Worksheet
- 7.) Pledge Sheet Tips Form
- 8.) Volunteer Information Form

	STRIDE 4 AUTISM BIKE 4 A CAUSE	TO	DO	LIST
	Task	Date	Volunteer	Completed
<input type="checkbox"/>	Choose the date(s) of the fundraiser			
<input type="checkbox"/>	Pick a location			
<input type="checkbox"/>	Create a schedule of dates (include start/end dates and any milestones)			
<input type="checkbox"/>	Create and maintain a "Master To Do" list for the project			
<input type="checkbox"/>	Set fundraising goals (financial, good-will, promotional, and so on)			
<input type="checkbox"/>	Develop a budget			
<input type="checkbox"/>	Set prices for admission and sale items			
<input type="checkbox"/>	Gather a committee of volunteers			
<input type="checkbox"/>	Create a contact list of volunteers and participants			
<input type="checkbox"/>	Hold a kick-off meeting with committee heads and volunteers			
<input type="checkbox"/>	Advertise the fundraiser (create brochures and event information forms)			
<input type="checkbox"/>	Create registration forms (including permission slips for minors)			
<input type="checkbox"/>	Apply for permits and licenses			
<input type="checkbox"/>	Purchase supplies (prizes, paper goods, decorations, and so on)			

BUDGET

Expenses:

Comments:

Site	Estimated	Actual
Room and hall fees		
Site staff		
Equipment		
Tables and chairs		
Totals	\$0.00	\$0.00

Refreshments	Estimated	Actual
Food		
Drinks		
Linens		
Staff and gratuities		
Totals	\$0.00	\$0.00

Publicity		
Graphics work		
Photocopying/Printing		
Postage		
Totals	\$0.00	\$0.00

Decorations		
Flowers		
Candles		
Lighting		
Balloons		
Paper supplies		
Totals	\$0.00	\$0.00

Programming

Performers

Speakers

Travel

Hotel

Totals

\$0.00

\$0.00

Prizes

Ribbons/Plaques

Gifts

Totals

\$0.00

\$0.00

Miscellaneous		
Telephone		
Transportation		
Photocopying		
Postage		
Stationery supplies		
Fax services		
Totals	\$0.00	\$0.00

Total Expenses	\$0.00	\$0.00
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Income:

Admissions			
Estimated	Actual		Estimated
		Adults @	\$0.00
		children @	\$0.00
		other @	\$0.00
			<hr/>
			\$0.00

Ads in Program			
		covers @	\$0.00
		half-pages @	\$0.00
		quarter-pages @	\$0.00
			<hr/>
			\$0.00

Exhibitors/Vendors

		large booths @		\$0.00
		med. booths @		\$0.00
		small booths @		\$0.00
				\$0.00

Sale of Items

		items @		\$0.00
		items @		\$0.00
		items @		\$0.00
		items @		\$0.00
				\$0.00

Total income \$0.00

Summary of
Profit/Loss:

Totals	Estimated	Actual
Total income	\$0.00	\$0.00
Total expenses	\$0.00	\$0.00
Total profit (or loss)	\$0.00	\$0.00

STRIDE 4 AUTISM BIKE 4 A CAUSE JUNE 28, 2008 SPREADSHEET

Organizations to Contact to share fundraiser	Persons of contact & phone number	Interested?		Date & Time of meeting
		YES	NO	/ / : AM PM
				/ / : AM PM
				/ / : AM PM
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AM
PM

Stride 4 Autism

**Volunteer
Information**

Bike 4 a Cure

Set-up Crew	Phone Number	Address	City	State/Zip
Soliciting of Donators	Phone Number	Address	City	State/Province

Collecting Pledge sheets	Phone Number	Address	City	State/Province
Refreshment Donations	Phone Number	Address	City	State/Province
Prize Donations	Phone Number	Address	City	State/Province

Clean-up Crew	Phone Number	Address	City	State/Province
Information Booth at Reno Events	Phone Number	Address	City	State/Province
Publicity	Phone Number	Address	City	State/Province

Advertisement	Phone Number	Address	City	State/Province