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

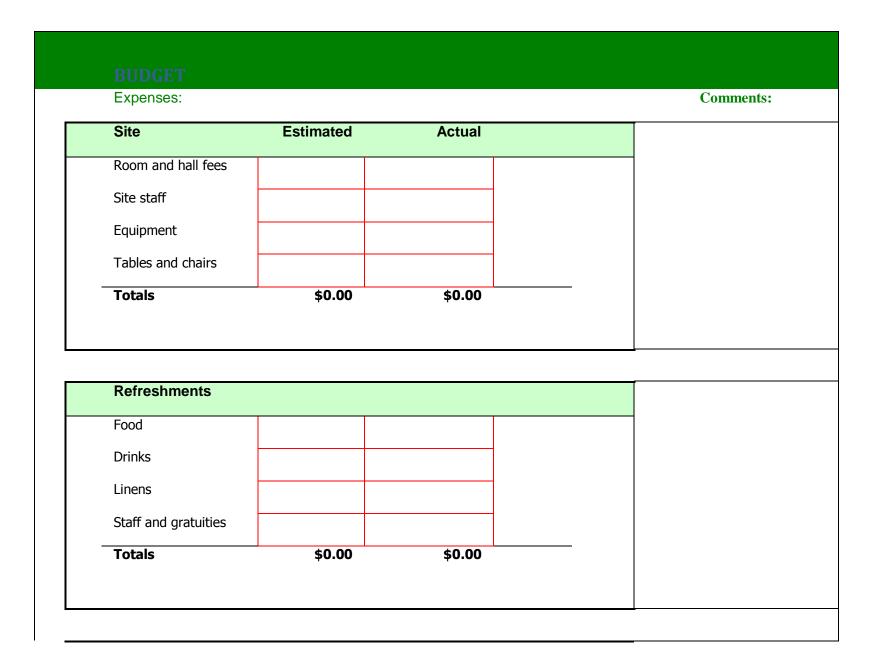
Pledge Log					
	Total money collected:				
	Total money pledged:				
Volunteer Name	Phone	Pledges	Collected Pledge	Difference	Notes

	Total pledges:		

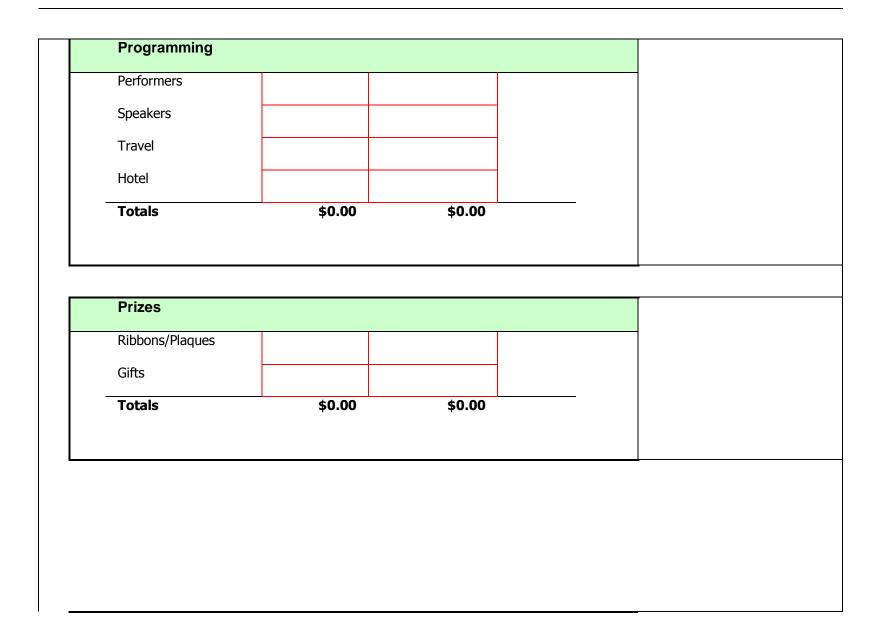
Pledge Log for [Name]

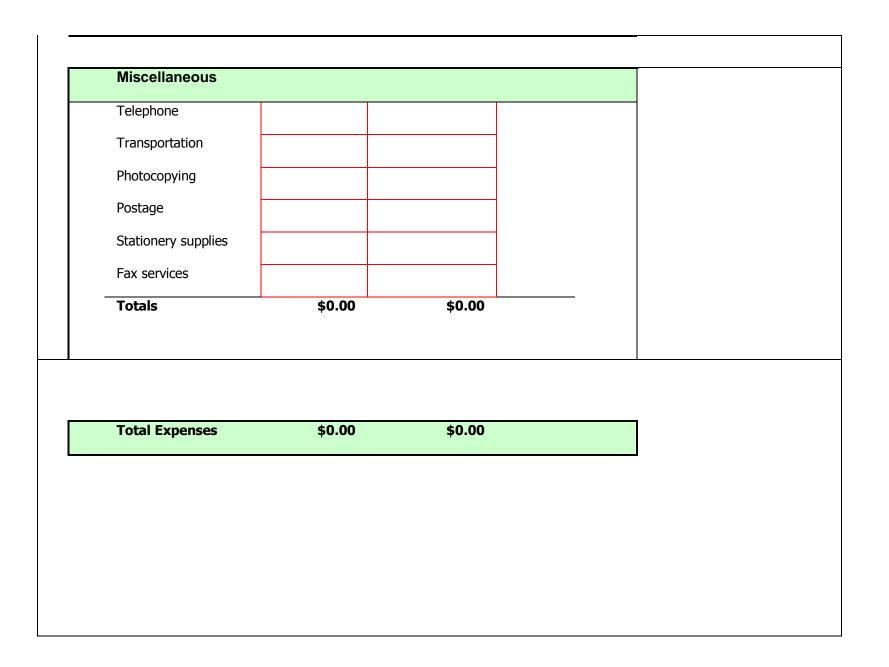
Total amount pledged:	\$0.00	Total amount collected:	\$0.00			
Donor name	Donor phone	Date of pledge	Pledged amount	Collected amount	Difference	Notes/Address
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
	Total amounts:	Number of pledges = 0	\$0.00	\$0.00	\$0.00	

Donation	Log					
Donor/Business	Address	City	State/ Zip	Phone	Туре	Collected
Total number of pledges	0					



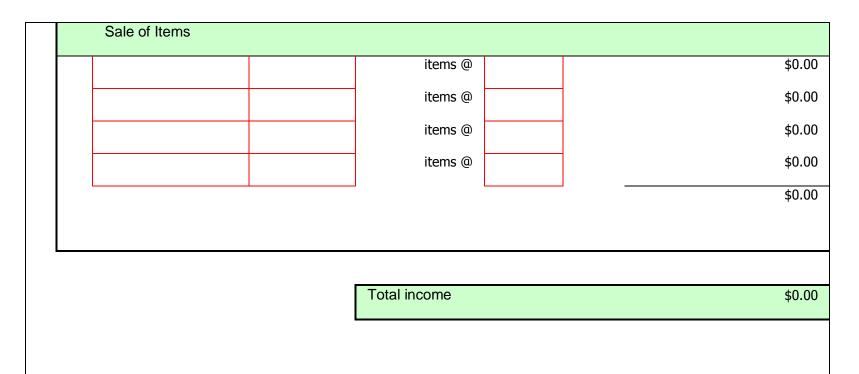






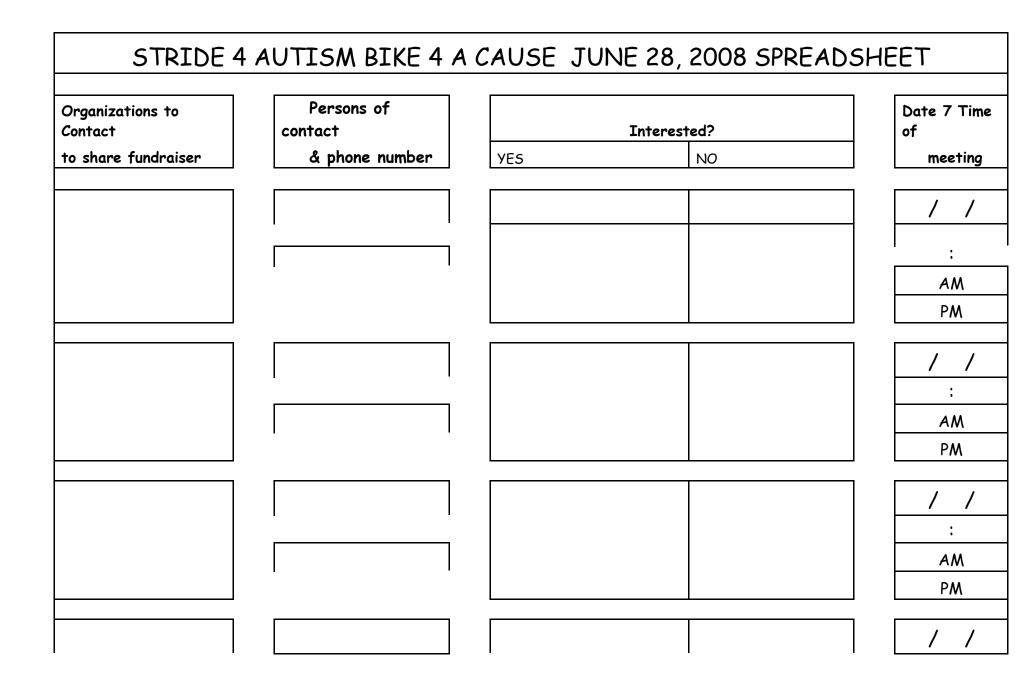
Admissions		
Estimated	Actual	Es
	Adults @	
	children @	
	other @	
Ads in Program		
Ads in Program	covers @	
Ads in Program	covers @ half-pages @	
Ads in Program		

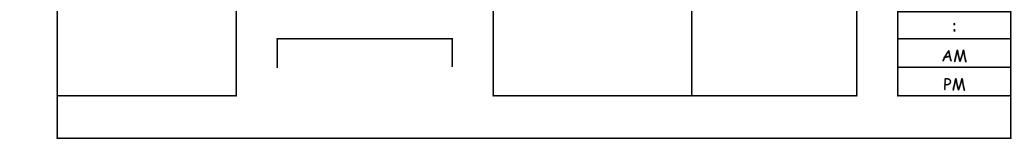
large booths @	\$0.00
med. booths @	\$0.00
small booths @	\$0.00
	\$0.00



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	





	Pledge Sheet Tips Form
Instructions	
1.	Sign up supporters and list the amount they pledge on this form. Try to collect all donations before the event.
2.	Submit all your donations to the [volunteer center]. Make checks payable to "[event/person name]."
3.	On the day of the [fundraising event], bring completed pledge form (or copy) to the [event HQ] at event site
4.	After event, collect outstanding pledges. All pledges must be turned in to [volunteer center] by [date] to qualify for prizes
	Questions? Contact the [volunteer center] at (123) 555-0123. Thanks for your support!

	1 1	
<u> </u>		
		Waiver: You may want to include a standard legal waiver statement to protect your organization from liability.
		rearrent realina, nant te monado a otanidara rogar narren otaconient te protoct year organization nom habilityr
		Check with your local legal counsel for more information. All participants must sign waiver (Parent/Guardian
		if under [age])

	Volunteer	
	Information	
Stride 4 Autism		Bike 4 a Cure

Set-up Crew	Phone Number	Address	City	State/Zip
			0.1	
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