

A Typical Fundraising Planning Meeting

10 minutes	Gathering story
10 minutes	Recite the Busy Bee theme & offer opening prayer
30 minutes	Team Building Activity
60 minutes	Time to plan the Fundraiser
10 minutes	Give a Busy Bee Cheer & offer closing prayer

Step-by-Step Fundraiser Planning Meeting

1. Gather your Busy Bees in a circle and recite the Busy Bee Theme.
2. Open with a word of prayer.
3. Have your team building activity.
4. Gather your Busy Bees for the meeting. Each Busy Bee has a notebook for the planning meeting.
5. Write down the date and the meeting you are having. Example: May 10, 2016 — Fundraising Planning Meeting.
6. Start with a goal in mind. How much money would you like to raise to help you for the year? You can have a maximum of three fundraisers each year. Decide on an amount of money you want to net – the money you will raise above and beyond any expenses – for example, \$600. Have each Busy Bee write the goal at the top of their page.
7. The hive then begins to brainstorm all the fundraising ideas for the next 10 minutes. Beekeepers write the ideas on the board. Narrow the selection down to a few favorites and then put the decision to a vote.
8. Once the votes have been cast and the project selected, it is time to plan the Fundraising project.
9. Set a budget and add that budget to your net goal.

Ask these questions:

1. Target: Who is our target audience? Business people? Families? Cross country running enthusiasts?
2. Date and Time: When will we hold the fundraiser?
3. Venue: Where do we hold the fundraiser?
4. Supplies: What is needed to make the project run?
5. Out source: Can parents help in some way? Is there anyone in the community able to offer resources or services? **It is the Beekeepers' responsibility to contract outside help.**
6. Marketing: How will we get the message out? Posters? Flyers? Facebook? How will you convince supporters that Busy Bee Society and the event are worth their time and money? The website has templates to help you bring the message across.
7. Delegation: Who does what? Who brings what? Who sets up? Who cleans up?
8. Gratitude: How will we send a message of appreciation to donors and all those who participated? Thank you cards? Emails? ****It's important to express gratitude to everyone that helped. Remember, you may need their continued support in the future. It's important that they feel appreciated.***
9. Once the meeting is planned and jobs are given, the hive decides when and where to next meet for the Implementing meeting.
10. The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer. A closing prayer is offered and Busy Bees go home.