



Boston  
Children's  
Hospital

**community  
fundraisers**

# coordinator checklist

You're official. Now what? Before you do anything else...  
Congratulate yourself! You're making a real difference  
in lots of lives.

**1**

**BEFORE  
YOUR  
EVENT**

## Check out your fundraising tools

No need to start from scratch!  
Learn all the ways we make fundraising easier for you—from online resources to staff support.

## Say hello

Need to bounce an idea around? Stuck? Just want to learn more? We're here—for anything. Send an email or give us a call:

**events@chtrust.org**  
**617.355.6890**

## Track your progress

Keep notes on your donors, expenses and planning steps. This will help you thank your donors, and give you a starting point if you repeat your event next year.

**2**

**HOST  
YOUR  
EVENT**

**Have a  
great time  
and send us  
photos!**



## No camera, no problem

Take candid, authentic photos with your smartphone and email them at "Original Size." Tag photos on social media with #Community4BCH.

**3**

**AFTER  
YOUR  
EVENT**

## Tally your proceeds

Within 30 days of your fundraiser, please mail a check made payable to Boston Children's Hospital using the donation envelopes provided. You can also mail us any checks your donors made out directly to Boston Children's Hospital. No cash, please.

## Thank your donors

We included postcards in your packet. Use those to write personal notes to all your donors—they deserve it.

## Thank yourself

Your efforts help us provide the best care possible to our patients. That's huge (like your heart).