

Harvest Montana Fundraiser

2010 Timeline

Note: The following timeline serves to align the 2010 Harvest Montana Fundraiser with holiday gift-giving. The tasks designated by "GVF2S" are the responsibility of Gallatin Valley Farm to School. The tasks designated by "School" are the responsibility of the individual school group. The tasks designated "Vendor" are the responsibilities of the participating food producers.

Spring prior to Fall fundraiser:

- GVF2S:** Begin organizing, contact schools and possible food vendors.

June – August:

- GVF2S:** Secure commitments from food producers to participate in fundraiser. (Deadline: May 31st)
- SCHOOLS:** Contact GVF2S with necessary information to participate (Deadline: June 11th)
- GVF2S:** Finalize product list and gather product photos (high resolution) from participating food producers.
- GVF2S:** Gather food business descriptions from participating food producers (to include on order form).
- GVF2S:** In collaboration with vendors, set pricing for each item. Clearly communicate pricing structure to vendors (schools receive 40% of product retail price, vendors 50%, GVF2S 10%).
- GVF2S:** Design order form and posters.
- GVF2S:** Create "Seller Info Sheets" informational handout to accompany order form.

August – September:

- GVF2S and SCHOOLS:** Meet with fundraising chairpersons from each participating school to go over the timeline, process and answer any questions.
- GVF2S:** Print order form & other materials. The total number printed depends on number of students/families participating in the event.
- GVF2S:** Collate "Seller Info Sheets," brochures and envelopes, write contact information for each school on the brochures. Deliver/make available to school fundraising chairperson from each participating school.
- GVF2S:** Create PAC Accounting Tools to help fundraising chairperson tabulate the information.
- GVF2S:** Send PAC Accounting Tool and Instructions to fundraising chairperson from each participating school.
- GVF2S and SCHOOLS:** Send announcements and reminders to media, schools, etc. Put up posters around town and schools.

October 1-20:

- GVF2S and SCHOOLS:** Fundraising packets are distributed to students. Students/families have 2-3 weeks to sell the products. Money is collected at the time of sale. Checks are made payable to the appropriate parent group.
- SCHOOLS:** Order forms and money are due back to fundraising chairpersons. (Schools determine due dates)

October 29:

- SCHOOLS:** Fundraising committees collate and tabulate all student orders, using the "PAC Accounting Tool," determining totals for each individual product. Fundraising chairperson submits completed PAC Accounting Tool to GVF2S. It is very important to double-check (and triple check) all numbers prior to placing orders. (Deadline: October 29th). Be sure to keep individual student order forms as they will be needed to sort product later, prior to distribution.

October 30-November 1:

- GVF2S:** Combine all school orders into one master order. Place orders with each vendor.

November 1 – 15:

- GVF2S:** Send follow up press releases to media outlets, listservs, etc. Post on GVF2S website.

November 15:

- VENDORS and GVF2S:** Products are delivered to a central location.
- GVF2S:** Divide orders into individual school orders. Place additional orders with vendors if necessary to correct errors.

November 16 & 17:

- SCHOOLS:** Pick up entire school order from central location. Fundraising committee puts together individual student orders according to order forms.

November 18 & 19:

- SCHOOLS/STUDENTS/FAMILIES:** Students/families pick up orders from school and deliver orders to customers.

November 22:

- GVF2S & SCHOOLS:** Send out blurb about the end of the fundraiser to each fundraising chair to include in school newsletters, websites, etc.

November 22 – December 31:

- GVF2S:** Send survey to board members, fundraising chairperson, school administrators and producers
- GVF2S & SCHOOLS:** Celebrate success and discuss the fundraiser at a board member/ fundraiser organizer potluck
- GVF2S:** Analyze survey data and compile all information
- GVF2S:** Write final report