

2024 | 2025

FUNDRAISING TOOLKIT

A Guidebook for FCCLA Advisers



Ashley Witte | State Adviser

205 JEFFERSON ST.
JEFFERSON CITY, MO 65102
573.522.6543
MOFCCLA@DESE.MO.GOV

FCCLA® MISSOURI

Fundraising 101

Fundraising is a key part of any Career and Technical Student Organization's (CTSO) program of work. Without funds, it is hard to facilitate an active chapter. In addition to helping to finance the local chapter, a fundraising activity can also provide many valuable learning experiences for students. From project management to forecasting profits, setting timelines, working in teams and being accountable for results, fundraising teaches many skills that will be needed on the job and in life.

There are many ways to raise funds for your chapter, from weekly donut or pizza sales to an annual health fair, car show, taco dinner, flea market, art show, or other annual events. You can also team up with an established fundraising company to sell their products using their marketing materials. When possible, it is great to incorporate the skills students are learning as well as opportunities for them to work with business partners and other adults.

Where do I start?

The chapter officers should work with the adviser to determine a budget for the school year to cover the costs of chapter activities, travel to competitions, official dress, curriculum, equipment or other chapter materials. Next, the officers and adviser should determine what portion of the budget can be provided through member dues or other source of funding. The balance can then be raised through fundraising activities. It's a good idea to review your chapter's budget with the principal or activities director to ensure it aligns with school policy and procedure.

Student participation is important in the management of money raised for their benefit. Fundraising ideas should be approved by the whole chapter. All funds raised should benefit students currently enrolled in the chapter or program.

Fundraising Checklist

- Obtain a copy of your school's policy regarding fundraising
- Have students brainstorm ways to raise funds
- Request approval of any contracts for goods or services
- Be familiar with any school insurance available to protect against liability
- Inventory merchandise to be sure you received what was ordered
- Check with companies for their return policy of any unsold goods
- Require strict accounting of all funds handled
- Provide adult supervision for all fundraising activities
- Establish clear timelines and deadlines for the fundraiser
- Have students organize work teams so a few students don't do all the work
- Plan for safety and monitor safe work practices during all activities
- Employee a code of conduct for students who are participating
- Have students implement good financial procedures
- Assign one or two people to handle all receipts, expenditures and accounting
- Establish deadlines for any money to be turned in
- Require receipts for any chapter purchases
- Require two signatures if your chapter has a checking account

Fundraising Policies

When it comes to fundraising, be creative and have fun! But...before you undertake any fundraising efforts...

- Be sure to get approval in advance from the proper channels. Depending on the type of project and the location, these authorities may include school principals, businesses, city/municipal agencies, churches, etc.
- Be sure to check with your school administration on any school policies or procedures for handling money.
- Make sure to issue receipts for any goods provided to others and have a system to record all transactions. Check the local school fundraising policies and be sure each activity undertaken falls within the guidelines.

Keep in mind that the purpose of student activity funds to promote the general welfare, education and morale of all the students, and to finance legitimate co-curricular activities of the student organizations. Your school generally adopts policy statements to govern the management and control of student activity funds, and how funds can be raised by students. Such policy statements create parameters within which all student groups can operate effectively. Projects for raising funds should contribute to the educational experience of students and, if possible, should enhance the instructional program.

Many schools have a form for organizers to fill out annually that specify the goal of the fundraiser, the type of activity, the time it will take, how the funds will be collected and the number of students involved. When planning an event, keep in mind that students or staff should never be coerced or compelled to participate in fundraising activities. Students may be rewarded for participation in a fundraiser, but they should not be penalized because of a refusal to participate in fundraising activities conducted on behalf of a school organization.

Fundraising Ideas

Services

These activities may require physical labor on the part of your members or may be less heavy duty work-intensive, but all are good ways to work in your community.

- Shovel snow, do yard work, rake leaves, and/or plant flowers for donations
- Wash and wax cars
- Ask a local business to match funds raised through a car wash held in a corner of its parking lot
- House cleaning for donations
- Before a school dance, host a beauty salon for hair, nails, and makeup
- Conduct a bottle drive and/or collect aluminum cans
- Create programs for school events (charger for service and/or sell ads)
- Santa ideas - rent a Santa, a visiting Santa, breakfast with Santa, picture with Santa
- Window and/or door decorating for Homecoming and holidays
- Offer a catering service for special events
- Put on a banquet for a community group

Events

These are some ideas for events you can hold with your FCCLA chapter. Some involve the school, some the community...and all involve fun!

- Dog wash (like a car wash, but for the doggos!)
- Battle of the Bands
- Cutest/Ugliest Dog/Pet beauty pageant
- Pumpkin carving event and/or contest
- Fashion show - business attire, prom wear, own designs, creative recycled clothing, clothing made from unconventional products (ex. paper, duct tape, etc.)
- Trick or Treat for donations
- Haunted house or forest
- Casino night, Texas Hold'Em tournament, Pitch tournament, etc.
- Dodgeball or basketball tournament (students vs. teachers, players vs. alumni, etc.)
- 5K fun run, bike race
- "High School Idol" talent show
- Student/parent baseball or softball game
- Host a cook-off (BBQ, chili, mac and cheese, etc.)
- Dinners (potato bar, taco bar, spaghetti, burgers, pancake breakfast, etc.)
- Sponsor or take part in a Homecoming (or Beginning of the Year, etc.) carnival
- Host a pie-in-the-face and/or dunk tank booth/event
- Benefit dinner (full-service meal with entertainment)
- Silent auction with donations from local businesses
- Hat/Pajama Day - students pay a fee to wear hat and/or pajamas
- Community garage sale with proceeds going to benefit your chapter
- Penny wars - pennies count for you, silver and paper count against you; winner gets a pizza party, ice cream social, etc.
- Walk-a-thon, bowl-a-thon, dance marathon, etc.
- Charity ball - sock hop, Halloween party, masquerade ball, etc.
- Host a golf tournament where businesses sponsor individual holes
- Host a dance for younger grades to boost interest in the organization

Fundraising Ideas

Sales

Sales are the staple of fundraising efforts everywhere. Get creative!

- Donated formal dresses at a prom dress sale
- Used/donated books, video games, movies, records, etc.
- Handmade quilts
- Apple pies, butter braids, sub sandwiches, pretzels, pickles, bagels, breakfast burritos, chocolate-covered strawberries, Blow-Pops, Ozark Delight lollipops, caramel apple suckers, candy bars. etc. - the list is really endless for food sales!
- Poinsettias, handmade cards, cookies near the holiday season
- Sell ads to local community members and businesses and place them in school-related programs and/or on chapter social media
- Otis Spunkmeyer cookies
- Make and sell custom t-shirts
- Make and sell rally towels
- Make and sell a school newspaper (as well as ads in the paper)
- Candy Grams (all holidays)
- Candid photos around campus and at school events
- Teddy bears with flowers/balloons
- Roses/chocolate for Valentine's day
- Singing telegrams for Valentine's day
- Orange Crush Day - send a can of Orange Crush soda to a friend with a note "I have a Crush on you"
- Candles, sugar scrubs, bath bombs (you can make these homemade!)
- Gift cards (to restaurants, local merchants, online stores, etc.)
- Discount cards
- Space in your chapter's display space, social media, website, etc. to local businesses
- Set up an online store through a company like Peapod Print and sell school apparel
- Concession stands
- Club's Choice - catalog fundraising that focuses mostly on the sale of food
- Personalized window clings
- Drive-Thru Dinners - Create a menu of easy to-go meals and take preorders for specific dates that people can drive-thru and grab their meal on their way home.
- Puffin Pastry - Catalog fundraising focusing on the sale of pastries
- Krispy Kreme Donuts
- Little Caesar's Pizza Kits
- Kiss a Senior Goodbye and/or Kiss a Freshman Hello - Community, parents, students, teachers, and staff are invited to give seniors a sweet send-off or freshman welcome in the form of Hershey's Kisses candy and a personal message.

Fundraising Ideas

Unique Fundraisers

Here are some “off-the-wall” ideas that may give a special spark to your fundraising!

- Couch Potato or Armchair Quarterback raffle - Put a couch at the 50-yard line of a local school football game and raffle off these VIP seats. This could also be done for any other sporting event.
- Principal or Teacher for a Day raffle
- Dinner and a Play package with the school’s theatre program or community theatre
- A Flocking of Flamingos! Put dozens of plastic flamingos all over someone’s yard along with a note that says for a small fee, they can relocate the flock to another yard of their choice.
- Finals Car Packages - Send a letter to parents asking them to purchase a care package with goodies to get their student through finals.
- Weekend trip raffle - Ask for donations from resort locations within the area.
- Create and sell a cookbook with teachers’ and students’ favorite recipes.
- Host a BYOBanana Ice Cream Social - Attendees bring their own banana to make banana splits, but everything else is provided along with yard games, etc.
- Sponsor athletic event half-time activities (free throw contest, field goal contest, three-pointer contest. etc.)
- Host a Luau! Sell Hawaiian-themed items in school colors at the Luau.
- Sponsor a matching gift program with local businesses.
- Dress the Principal Day
- Get sponsors to donate for every point scored at athletic events.
- Write a chapter storybook and sell copies.
- Host an Ugly Tie contest
- Karaoke Night
- Teachers Turkey Day - Students pay for paper feathers that teachers pin on and wear for the day. The teacher with the most feathers wins a prize.
- Tape a Coach/Teacher/Administrator to the flagpole/wall - Have students donate money to have the teacher, coach, or administrator of their choice duct taped to the flagpole or wall.
- Pie in the Eye - Teachers and students compete to see who can raise more money; winning group gets to hit the losing group in the face with a cream pie.
- Restaurant fundraisers - Many restaurant chains have fundraising programs for nonprofits (Chipotle, McDonald’s, Pizza Hut, Chick-fil-A, Panera, Subway, Dairy Queen, Papa Johns, Applebee’s, Buffalo Wild Wings, Culver’s, Noodles & Company, Panda Express, IHOP, Auntie Anne’s, Baskin Robbins, Burger King, Chili’s, The Cheesecake Factory, Famous Dave’s, Jersey Mike’s, McAlister’s Deli, Mod Pizza, Red Robin, Wendy’s, etc.)
- Paper Chain War - Each grade level competes to make the longest paper chain. Links can be sold for \$0.50 to \$1 each. The grade level with the longest chain at the end of the fundraising period wins a pizza party, ice cream social, etc.
- Drive 4 Ur School - Ford and Ford-Lincoln dealerships partner with a local high school to conduct a test drive fundraising event. For every valid test drive completed, Ford Motor Company will donate \$20 to the participating high school, up to \$6000.
- Annoying Song - Play an annoying song over the loud speakers during passing times and/or in your classroom between classes. Students must pay to have it turned off.
- Arm Wrestling contest
- Jewelry-making, art, friendship bracelets, origami etc. classes
- Midnight Film Showing - Make a feature of the fact that it’s being held at midnight, have atmospheric lighting, etc.



Ashley Witte | State Adviser

205 JEFFERSON ST.
JEFFERSON CITY, MO 65102
573.522.6543
MOFCCLA@DESE.MO.GOV

FCCLA® MISSOURI

