

# PANCAKE BREAKFAST FUNDRAISER CHECKLIST



## Planning a Pancake Fundraiser

The nice thing about a pancake fundraiser is that it does not take nearly as much time as large fundraising events. However, it still raises significant funds while bringing members of your organization and the community together in a social setting.

However, for your fundraising breakfast to be successful, you must plan, be organized, and prepare. Start by bringing a team of individuals to brainstorm ideas, set a fundraising budget and timelines, and assign responsibilities.

Below are some basic guidelines to help your organization plan a pancake fundraiser better.

### **Some of the logistics and responsibilities for your committee include:**

- Select and secure a good location. For schools, the cafeteria and kitchen are perfect.
- Choose a reasonable time of the year to hold your pancake fundraiser.  
Maybe National Pancake Day! Pancakes with Santa could be fun too!
- Recruit your volunteers and chefs
- Purchase food and ingredients or seek in-kind donations
- Recruit music or entertainment during the fundraiser
- Incorporate additional fundraising opportunities – a silent auction and fundraising raffle
- Event promotion – including managing your ticket sales