



RAF Fundraiser Checklist

NOVEMBER – AUGUST

LOCAL ASSOCIATION: _____

TOOLS PROVIDED TO YOU:

- ★ RAF Email to AE/ GAD/ President

- 1. Work with your RAF Field Staff person to send an email to the following people to discuss RAF:**
 - AE
 - GAD
 - President

** Ask if they have an RAF team (★use email template) and decide which of the three will be your contact person for RAF.*

** Be sure to **BCC C.A.R. Staff: [Lisa Edwards, lisae@car.org](mailto:Lisa.Edwards@car.org).***
- 2. If no RAF team is established at your Local AOR, work with your RAF Field Staff person and your contact person to start one.**
 - RAF team members should have a willingness to inform and educate their members on the importance of the REALTOR® Action Fund
 - Team members should be representative of the AOR, including someone from the Board of Directors, the Local Candidate Recommendation Committee (LCRC) and/or major donors.

Once an RAF team is established, depending on what time of the year it is, proceed to the following fundraising activity:

- ★ RAF Office to Office Packet

- 3. Set up a meeting with your RAF Field Staff person and your contact person to discuss setting up an Office to Office Contest.**
 - Get an ★Office to Office packet from your RAF Field Staff person or email rafasst@car.org. The packet should include the following:
 - Review the Office to Office report from AI360
 - Help them complete their Office to Office Template
 - Create a timeline and finalize dates for the contest with your contact person for the contest.
 - Promote the contest to your offices.

- ★ RAF Contribution Form

- 4. Get the following from your RAF Field Staff person:**
 - Example Office to Office contest flyer*
 - Email template describing Office to Office contest
 - ★ RAF Contribution Form
 - ★ RAF Office to Office Application

***PLEASE NOTE: ALL FLYERS/INVITATIONS MUST BE SUBMITTED TO RAF Assistant, RAFASST@CAR.ORG, FOR APPROVAL.**

- ★ RAF Office to Office Application

NOVEMBER – FEBRUARY

★ RAF Sweepstakes template

- **5. Set up a meeting with your RAF Field Staff person and your contact person to discuss having a Sweepstakes Fundraiser at major AOR meetings/ events.**
 - Work with your contact person to choose a prize to include in the ★RAF Sweepstakes template.
 - Decide on the rules of the sweepstakes.
 - **DO NOT ACCEPT CASH!**
 - **ALL** members who enter into a sweepstakes must fill out an RAF Form.
 - Based on prize(s), decide on pricing structure of sweepstakes, e.g.:
 - \$10 for 1 Ticket, \$25 for 3 Tickets, \$50 for 5 Tickets
 - iPad bids should start at \$49. (Try to collect at least three times the amount of the value of your prize)
 - Sweepstakes should be held at AOR Receptions, Caravan/Marketing Meetings, Membership Meetings and In-Person Events (step 7 below).
 - Promote sweepstakes to your members.
 - Examples of prizes include: iPad, Gift Cards, trip to Legislative Day, etc.

★ RAF Contribution Form

- **6. Get the following from your RAF Field Staff person:**

- Example Sweepstakes flyer*
- Email template describing Sweepstakes contest
- ★ RAF Contribution Form
- ★ RAF Sweepstakes Application

*** PLEASE NOTE: ALL FLYERS/INVITATIONS MUST BE SUBMITTED TO RAF Assistant RAFASST@CAR.ORG, FOR APPROVAL.**

★ RAF Sweepstakes Application

★ RAF In-Person Fundraiser Event invitation templates

- **7. Set up a meeting with your RAF Field Staff person and your contact person to discuss hosting an In-Person Fundraiser.**
 - Work with your contact person to choose an “in-person” fundraiser event from one of our ★ RAF templates
 - Create the event: Date, Time, and Place
 - Templates include: Luncheon, Wine & Cheese, BBQ
 - Promote the event to non-contributing members.

★ RAF Contribution Form

- **8. Get the following from your RAF Field Staff person:**

- In-Person Fundraiser Template of your choice*
- Email “event template” invitation
- A list of your local AOR’s non-contributing members
- ★ RAF Contribution Form
- ★ RAF In-Person Fundraiser Application

*** PLEASE NOTE: ALL FLYERS/INVITATIONS MUST BE SUBMITTED TO RAF Assistant, RAFASST@CAR.ORG, FOR APPROVAL.**

★ RAF In-Person Fundraiser Application

- **9. Follow up**

- Send RAF contributions directly to C.A.R. within 30 days after the event.
- Summary of the Event
 - # of members invited |# of attendees
 - How much did it cost? How much did you collect?