



PAJAMAS and pancakes

SCHOOL FUNDRAISER CHECKLIST

- Pledge Form: Track all offline donations – cash or cheques.
 - Be sure to include email and mailing addresses for those who would like tax receipts.
- Looking for POGO stats and information to educate your school? Visit www.pogo.ca or simply ask your Pajamas & Pancakes program coach.
- Get Social! Follow and tag us on Twitter (@POGO4kids), Instagram (@POGO4kids) and Facebook (Pediatric Oncology Group of Ontario) and share your pictures or send them to your coach. Use the hashtag #pjsandpancakes.
- Track your expenses. Keep them to a minimum by reaching out to potential sponsors and get as many donated items and services as possible.
- Connect with to your coach, they can provide you with:
 - Letter of support when recruiting sponsors/GIK donors
 - Acknowledgement receipts for sponsors/GIK donors
 - Posters, brochures and other print/digital collateral
- Come up with a plan to promote the event and POGO's mission to your students, parents and staff so everyone understands the impact of their support:
 - School newsletter
 - Email blast
 - Letter kids bring home to parents
 - School assembly
- Arrange a visit from your Pajamas and Pancakes coach to help you get started and/or provide a Lunch & Learn at your school.
- Have fun!