



Finance Committee Planning Checklist

Deadline

(from timeline) ✓ Check box when completed

_____ **Possible financial supporters contacted:**

- dean
- alumni association
- state and local associations
- pharmaceutical industry companies
- individual pharmacists
- local chain drug stores
- pharmaceutical wholesaler /distributors
- other _____
- other _____

_____ **Fundraiser planned:**

- ideas generated and finalized
- locations confirmed
- date set
- details communicated to publicity committee
- extra volunteers recruited
- special materials obtained
- other _____
- other _____

_____ **Finance committee's details of awards ceremony finished:**

- supporters invited
- checks obtained for winners
- letters of appreciation sent to supporters

_____ **Winner prepared for National Competition:**

- appointment time reserved (by calling APhA no later than February 12, 2010)
- registered for APhA Annual Meeting
- membership in APhA-ASP confirmed