**Who Does What?**

You can use the ‘***Who Does What?’*** in two ways.

1. Make and update a list of all the things the whole group needs to do.
2. Each person in the group can use it to keep track of everything that needs to be done in their “committee”. Ex. Marketing, fund-raising, or production.

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| **Task** | **Who will do it?** | **When will you do it?** |
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**The Money Machines**

FINANCIAL NEEDS

Make money your friend- not your enemy! You’ve got to know what you need and how much it costs!

Ex. Doers realize that they will need 6 soccer-balls, 100 drinks, 2 referee sweaters, etc.

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INCOME

|  |  |  |
| --- | --- | --- |
| *Item* | *Amount* | ***Total*** |
| *Sponsorships or Donations* |  | *$ 500* |
| *School Help* |  | *$ 50* |
| *Sales* |  | *$ 100* |
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| *\*\*\*\*\*\*\*\*\*\*\*\*\*\*\** | ***Total $ Needed*** |  |

EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
| *Item* | *Quantity* | *Cost* | ***Total*** |
| *Soccer balls* | *6* | *Free from school* | *$ 0* |
| *Drinks* | *100* | *50 cents* | *$ 50* |
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| *\*\*\*\*\*\*\*\*\*\*\*\*\*\*\** | *\*\*\*\*\*\*\*\** | ***Total $ Needed*** |  |

TOTAL

|  |  |  |
| --- | --- | --- |
| *Item* | *Amount* | ***Total*** |
| *Income* |  |  |
| *Expenses* |  |  |
|  |  |  |
| ***(Total 1 – Total 2)*** | ***Total $ Needed*** |  |

DATE

Dear Mr./Ms. Name,

We sincerely appreciate Company or Organization’s Name dedication to supporting youth initiatives in the community and are thankful for the opportunity to submit our donation request!

We at School/Org Name are hoping to help, promote and support our cause by Organizing /Launching/Etc. a Project Name in our local community. With this in mind, we are currently seeking donations and/or sponsorships which would aid our effort. Our project will focus on Describe Project Target & Objectives.

We sincerely feel that you would be a great fit with our initiative and are respectfully requesting Donation Amount/Materials.

**Project/Event Details**

**Project Name:   
Location of Event:**

Your support would be an invaluable partnership and your donation will directly impact our goal! Thank you and please feel free to reach out if you have any additional questions about the project or our organization.

Kind regards,

**Your Name**

School or Organization Name  
Your Phone Number  
Your Email