TEAM FUNDRAISING / 1 OF 4

Fundraiser action plan

Choose a manageable event and track what the team actually keeps.

Team / coordinator

Event / date

Purpose / what funds will cover

Budget item	Planned $	Actual $
Gross receipts		
Supplies / product costs		
Venue / fees / other costs		
Total expenses		
Net raised (gross minus expenses)		
Net fundraising goal		

Task	Owner	Due date
Approvals / venue		
Supplies / promotion		
Volunteers / setup		
Money count / thank-yous		

Before promoting: confirm league approval and any venue or local requirements. Use an authorized team payment method. Have two adults count funds and retain receipts.

TEAM FUNDRAISING / 2 OF 4

Sponsor request letter

Replace every bracketed item, confirm permissions, then send your own copy.

[Date]

[Business / contact name]

[Business address]

Dear [Contact name],

We are inviting [Business name] to support [Team name], a [league / age group] basketball team serving [community]. Our players are learning teamwork, responsibility, and confidence through the game.

This season, we are raising [goal amount] for [specific expenses, such as league fees, equipment, or gym time]. We would appreciate a contribution of [requested amount] or an in-kind gift of [specific item / service].

With your permission, we can recognize your support through [league-approved recognition]. We will confirm the details with you before using your business name or logo.

To discuss the opportunity or contribute, please contact [adult coordinator] at [phone / email]. Our requested response date is [date].

Thank you for considering an investment in our players and our community.

Sincerely,
[Adult coordinator name]
[Role / team]
[Phone / email]

Coordinator note: Do not promise tax deductibility. Confirm the receiving organization's status and approved acknowledgment wording before making any tax-related statement.

TEAM FUNDRAISING / 3 OF 4

Sponsorship planning sheet

Set only the benefits your team has permission and capacity to deliver.

Team / season

Adult coordinator

Option / amount	Approved recognition	Delivery date

SPONSOR DETAILS

Business / contact

Email / phone

Contribution / in-kind item

Expected date

CONFIRM BEFORE ACCEPTING

- ☐ Team / league approved the arrangement and recognition.
- ☐ Business approved the exact name / logo use in writing.
- ☐ Receiving adult and authorized payment method confirmed.
- ☐ Benefits, delivery dates, and thank-you owner recorded.

Use this as a planning worksheet; confirm any formal agreement separately.

TEAM FUNDRAISING / 4 OF 4

Sponsor follow-up tracker

Keep outreach organized and close the loop with every supporter.

Team / season

Coordinator

Use one row per business. Keep contact details in your team's private records.

Business / contact	Asked / $	Status	Next step / date

Status ideas: not contacted | contacted | pledged | received | declined

AFTER A CONTRIBUTION ARRIVES

- ☐ Record the amount / item and confirm receipt privately.
- ☐ Send a thank-you and deliver the agreed recognition.
- ☐ Keep the receipt, approval, and follow-up record.

Next follow-up priority