

GREEN MOUNTAIN POWER CFL SCHOOL FUNDRAISER PROGRAM

Steps for Success

STEP #1:

Identify an adult champion (PTO, science teacher, club/sports/arts teacher, etc.) and the students who will participate.

STEP #2:

Check to see whether you need permission to hold a fundraiser.

STEP #3:

Identify your School's CFL Goal.

STEP #4:

Decide whether to host a pre-developed presentation by external educators or use your own education presentation.

STEP #5:

Decide what type of fundraiser approach you will take (Event Night versus Door-to-Door--*See reverse for more details*).

STEP #6:

Return confirmation letter to Efficiency Vermont providing information about your decisions (listed above). If you will provide your own presentation, send an outline, Powerpoint, and a curriculum of the presentation to Efficiency Vermont.

STEP #7:

Hold presentation.

STEP #8:

Hold fundraiser, transfer bulbs and return forms to Efficiency Vermont (see reverse for more information).

STEP #9:

Celebrate and market the school's achievement!

Event Night Approach:

- Adult champion & Efficiency Vermont select a date for the event night and secure a storage space for the bulbs.
- Students, with adult champion supervision, staff booth on event night.
- Have customers fill in order form, take money and give out bulbs during event night.
- School returns forms and portion of funds to Efficiency Vermont.
- If there are remaining bulbs, champion and students can (1) select another event night OR (2) conduct a separate door-to-door approach (see below for more details).
- Any remaining forms are sent back to Efficiency Vermont.

Door-to-Door Approach:

- Adult champion explains to participating students how to correctly fill out order forms.
- Students seek funds from customers.
- Customers fill-out forms, give students the money and are reminded of pick-up night.
- Adult champion collects forms and money and returns forms and portion of funds to Efficiency Vermont.
- School prepares storage space for bulbs & sends pick-up night reminder notices home with students.
- Bulbs are delivered to school.
- Pick-up night is held.
- Remaining bulbs are either returned to EFI or school hosts another fundraising program (either event night or door-to-door).



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