**SuccessFund**
successfund.com

# District Launch Plan

## Prepare for Launch

☐ Designate SuccessFund administrator/champion

☐ Back office set-up (to be completed by Administrator/Champion)

    ☐ Configure/add approval questions HERE

    ☐ Connect bank account for deposits HERE

    ☐ Create custom roles and permissions HERE (optional)

    ☐ Customize receipt HERE (optional)

    ☐ Add/modify/remove list of schools HERE

    ☐ Invite additional district administrators HERE

## Ensure District Alignment

☐ Business Administrator

☐ Secondary Director/Administrator

## Schedule Launch Meeting with School Administrators

☐ Set up a video call with the SuccessFund team, and all school-level fundraising approvers (principals/assistant principals, finance administrators/secretaries, & athletic directors) *Invites typically sent from Secondary Director - Draft Email HERE*

## Contact

Even though SuccessFund is free to school districts, support begins now! Contact us at any time if we can better support your efforts to drive and fund student success.

support@successfund.com | 801.960.2311