



**BIG!  
EVENT!**™  
**FUNDRAISING**



**THE SCHOOL  
FUNDRAISING GUIDEBOOK**

Everything you need  
to make your  
Big Event  
a Big success!



# The School Fundraising Guidebook

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## Welcome to the **BIG EVENT** Fundraising Experience!

First, thank you for choosing Big Event Fundraising. Our goal is to make this the best fundraiser your organization has ever had, not just with sales results, but also the ease of facilitating this process.

This guide has been assembled to help you move through the fundraising experience with ease and efficiency. Enclosed you will find what is needed to set up a successful fundraiser.

\_\_\_\_\_ is scheduled to kick off their fundraiser on \_\_\_\_/\_\_\_\_/\_\_\_\_ and end their sale on \_\_\_\_/\_\_\_\_/\_\_\_\_. The goal is for each student to attempt to sell \_\_\_\_ or more items. Please have your order forms in the mail by \_\_\_\_/\_\_\_\_/\_\_\_\_.

Each organization will utilize this booklet in a way that is most fitting for their needs, but hopefully we have compiled information to cover most, if not all, of those needs.

As seen on the Table of Contents, we have not only given you the forms you will need, but we have given you ideas and ways of marketing the fundraiser to the students, parents and faculty. A few extra minutes of preparation for your organization's event will produce incredible results. This guide will help you prepare for and keep your fundraising event on track.

If you have any questions or need assistance with anything, please feel free to contact us at 866-980-9930.

Clay and Lisa Boggess

## Marketing your 'Big Event'

Active participation must also come from the students and parents. Organizations get this type of participation by advertising and reminding everyone of what is being done and why it is being done. There are different methods of advertising the fundraiser to the students, parents and faculty to encourage participation and show the benefits of participation.

### A. Fliers & Notices

One of the most effective ways of advertising the program is to post fliers strategically throughout the school in high traffic areas reminding the students of the program. If you are raising money for a particular item, such as a new piece of playground or gym equipment, hang a picture of that beside the flier.

An example flier is on the back of this page. We strongly encourage each group to use this or a custom flier to remind the students and visitors of the fundraising event and purpose.

### B. Announcements & Reminders

1. Make sure that you make arrangements to have someone verbally announce the sale every day to the students. It may be helpful to provide the person who is making the announcements with a variety of prepared scripts.  
**Be creative!**
2. Various notices are provided in this guide. It is highly recommended that these be sent out during the fundraising event. Organizations are not limited to the notices contained within and should feel free to send additional notices to parents if they feel it will help encourage continued participation.

For example, the "Mid Sale Reminder Notice" can be found on **page 8**. This notice can be used to remind students and parents to continue selling into the second half of the fundraiser.

Note: Bright colored paper draws more attention for fliers and for notices going home to parents.

**Remember: "Out of sight, out of mind."  
Make sure your fundraising event is in everyone's sight.**

**EXAMPLE FLYER**

**ATTENTION!**



**WE NEED YOU!**

**The (Smith) Annual Fall  
Fundraiser is here!**



**Prizes Galore!  
Daily Drawings  
Top Sellers  
Grand Prize**



**When you help us help the school,  
we're all winners!**

## C. Getting Even Bigger Results

### 1. Prize Drawings

Why not provide additional incentives while the sale is in process? We have found that periodic award drawings encourage and increase participation.

Each time a student sells 5 items they get to put a coupon in the drawing bin. Each time they sell an additional 5 items, they get to add in another coupon. A parent/guardian must sign the coupons before they can be accepted into the drawing. Draw out multiple names each day! You can either empty out the bin each day or allow the students to accumulate coupons by leaving the coupons in the bin for the entire sale.

The coupons from the drawings can be used in various ways. Many schools also use the drawing coupons for the random drawing of the grand prize, which is held at the end of the fundraising event. With this method, the prizes that are awarded during the sale keep the students interested, and the grand prize is the ultimate goal – thus the students keep selling to the end.

As with any portion of this booklet, your organization can customize the use of the drawings to best meet the needs of the student population. Make copies for your sellers by using the “Prize Drawing Coupons” sheet on the reverse side of this page.

**Please Note:** Prizes do not have to be material in nature. Many schools create prizes from activities the students like, such as being first in line for lunch for a given period of time, receiving a “no homework pass”, getting to eat lunch with the principal or winning a “free dress day pass” if students normally have to wear uniforms. Creativity is the key.

Also, be sure to contact local retailers such as Wal-Mart, Toy-R-U's, McDonald's and Pizza Hut about helping with prizes. Many retailers have budget allotments for school assistance and donations.

### 2. Get the Principal Involved

Sell ‘10 to get in’

- DJ Dance Party (Have the principal be the DJ!)
- Pizza Party

Set a sales goal and if the goal is reached, convince the principal (or other VIP) to spend a day on the roof, come to school in their pajamas, kiss a pig, frog or a \_\_\_\_\_ in front of all of the students. (Make sure that you promote this before and during the kickoff as well as every day during the sale!)



# Prize Drawing Coupons

**Parents:** Each time your child sells 5 items, please fill out and sign a coupon for them to turn in for the drawings the school is holding in support of our fundraising effort. Your signature indicates you confirm your child sold the required number of items to be entered into the drawing.

*Cada vez que su niño venda 5 artículos, o más llene y firme un cupon la rifa diaria. Su firma indica que usted confirma que su niño vendió el número requerido de artículos para poder participar en la rifa.*

<hr/> Student's Name <hr/> Teacher's Name <hr/> Parent's Signature      Date	<hr/> Student's Name <hr/> Teacher's Name <hr/> Parent's Signature      Date	<hr/> Student's Name <hr/> Teacher's Name <hr/> Parent's Signature      Date
<hr/> Student's Name <hr/> Teacher's Name <hr/> Parent's Signature      Date	<hr/> Student's Name <hr/> Teacher's Name <hr/> Parent's Signature      Date	<hr/> Student's Name <hr/> Teacher's Name <hr/> Parent's Signature      Date
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# Mid Sale Reminder Notice



## REMINDER!!

**Our fundraiser is just about over.**

We need everyone to make their best effort during this time to **sell as much as possible.**

Remember, the profit we make goes directly into *programs that benefit our school.*

**Thank you for helping us help the school  
and our students!**



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We need everyone to make their best effort during this time to **sell as much as possible.**

Remember, the profit we make goes directly into *programs that benefit our school.*

**Thank you for helping us help the school  
and our students!**

# Mid Sale Reminder Notice



## ¡RECORDATORIO!

La campaña para recaudar fondos  
llega a su final.

Todos necesitamos hacer el mayor esfuerzo durante este tiempo  
**para vender lo máximo.**

Recuerde, la ganancia que hacemos va directamente a  
*programas que benefician a nuestra escuela.*

**¡Gracias por darnos la oportunidad de ayudar  
a la escuela y a nuestros estudiantes!**



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## Order Forms & Money Collection Information

As the fundraiser nears completion, it is time to inform students and parents of the next step, while also reminding them that there are a few more days left to sell.

Use **page 11**, which has been designed to provide two notices per page with a Spanish version you can put on the reverse side (**page 12**). (Be sure to fill in the top and bottom, as you will be cutting the form in half.)

This notice should be sent home with the students approximately **1-3 days** prior to the Order Form & Money Collection Due Date.

- Make a copy of this form (two-sided)
- Fill in the information on both sides
- Make copies equal to half the total student population (each form will be cut in half)
- Cut the copies in half & deliver them to the teachers for distribution at the end of the day
- Remind the teachers to stress the importance of getting the order forms and money envelopes back on time

## Mailing your Orders

We encourage you to hold onto your completed order forms for 1 week past the order form and money collection turn in date (see page 3). This will allow for you to collect any additional orders and money that doesn't make it in by the original deadline. **Please Note:** It is best to not let anyone know when you plan to mail your order forms unless they are directly involved with the handling of the fundraiser.

## Late Orders

Once you have mailed us your completed order forms, any additional order forms that come in will need to be faxed to us using the 'Late Order Fax Cover Sheet' on page 13. Remember to fax any late order forms that come in after you have mailed in your initial orders within 2 days of when you mailed your 1st order to ensure that your faxed orders can be combined with your mailed orders. As a rule, we will make every attempt to combine your faxed orders with your mailed orders. However, if we receive any faxed orders after we have already entered your orders into our system, these orders will be shipped separately and you may incur an additional shipping charge. All late orders will arrive sorted by seller. **PLEASE NOTE:** We do not ship late orders on any frozen food or cookie dough. Therefore, any frozen food or cookie dough late orders that do not make it to us in time will not be processed.

## Shipping Notification

Once your order is ready to ship you will receive a delivery notification. Place the date that your order is expected to arrive on your 'Delivery Date Notices' on **page 15**.

# Order Form & Money Collection Notice

## Our Fundraiser is Nearing Completion!!

**REMEMBER! BRING YOUR ORDER FORM(S) AND ALL MONEY TO SCHOOL ON:**

MON	TUE	WED	THR	FRI	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date

**ALSO MAKE SURE:**

- 1. Student's name is clearly written on the Order Form.
- 2. One award item has been selected (if applicable).
- 3. ALL copies of the Order Form are returned.

**SUPER JOB!! THANKS FOR ALL YOUR HARD WORK.**



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**REMEMBER! BRING YOUR ORDER FORM(S) AND ALL MONEY TO SCHOOL ON:**

MON	TUE	WED	THR	FRI	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date

**ALSO MAKE SURE:**

- 1. Student's name is clearly written on the Order Form.
- 2. One award item has been selected (if applicable).
- 3. ALL copies of the Order Form are returned.

**SUPER JOB!! THANKS FOR ALL YOUR HARD WORK.**



# Order Form & Money Collection Notice

**¡Nuestra campaña para recaudar fondos esta cerca del final!**

**¡RECUERDE! Traiga sus forma(s) de ordenar y el dinero a la escuela el:**

LUN

MAR

MIER

JUEV

VIER

Fecha \_\_\_\_\_

**TAMBIEN ASEGURESE DE:**

- 1. Que el nombre del estudiante esté claramente escrito en la orden.
- 2. Que haya seleccionado un premio. (si es aplicable)
- 3. Regresar todas las copias de sus ordenes.

**¡BUEN TRABAJO! ¡GRACIAS!**



**¡Nuestra campaña para recaudar fondos esta cerca del final!**

**¡RECUERDE! Traiga sus forma(s) de ordenar y el dinero a la escuela el:**

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- 2. Que haya seleccionado un premio. (si es aplicable)
- 3. Regresar todas las copias de sus ordenes.

**¡BUEN TRABAJO! ¡GRACIAS!**





## Late Order Fax Cover Sheet

Today's Date: \_\_\_\_\_

Total Number of Pages including Cover Sheet: \_\_\_\_\_

Name of School: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

**Please fax this sheet with your late Order Forms to:**

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Please consolidate your late orders.**

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* If you have any questions, please contact us at (866) 980-9930.

## Delivery Day Information

This form should be sent home with the students 2-3 days prior to the Delivery Day.

Use **page 15**, which has been designed to provide two notices per page, with a Spanish version (**page 16**) you can put on the reverse side. Be sure to fill in the top and bottom, as you will be cutting the form in half.

- Make a copy of this form (two-sided)
- Fill in the information on both sides
- Make copies equal to half the total student population (each form will be cut in half)
- Cut the copies in half & deliver them to the teachers for distribution at the end of the day

**\* Remind the teachers to stress the importance of distributing the notes to the parents.**

# Delivery Date Notice

**Our fundraiser orders will be arriving soon!**

**THE PRODUCTS FROM THE BIG EVENT FUNDRAISING SALE ARRIVE ON:**

MON	TUE	WED	THR	FRI	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

Please make arrangements to help your child home with their order.

**Reminder!** Products that are frozen need to be picked up immediately or stored in a refrigerated area.

**THANKS FOR ALL YOUR HELP AND SUPPORT!**



**Our fundraiser orders will be arriving soon!**

**THE PRODUCTS FROM THE BIG EVENT FUNDRAISING SALE ARRIVE ON:**

MON	TUE	WED	THR	FRI	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

Please make arrangements to help your child home with their order.

**Reminder!** Products that are frozen need to be picked up immediately or stored in a refrigerated area.

**THANKS FOR ALL YOUR HELP AND SUPPORT!**



# Delivery Date Notice

Los productos de la campaña para recaudar fondos de **BIG EVENT** llegarán el:

LUN	MAR	MIER	JUEV	VIER	Fecha
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

Por favor haga planes para ayudar a su hijo(a) a traer su orden a casa.

**¡Advertencia!** Los productos congelados necesitan ser recogidos inmediatamente o ser almacenados en una area refrigerada.

**¡Gracias por su ayuda y apoyo!**



Los productos de la campaña para recaudar fondos de **BIG EVENT** llegarán el:

LUN	MAR	MIER	JUEV	VIER	Fecha
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

Por favor haga planes para ayudar a su hijo(a) a traer su orden a casa.

**¡Advertencia!** Los productos congelados necesitan ser recogidos inmediatamente o ser almacenados en una area refrigerada.

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## After Delivery Information

In “Fundraising Utopia” all order forms and money are turned in and collected on time and then the orders arrive back to the organization complete, correct and in perfect condition. We strive for this utopia, but are prepared for anything, so the following forms and notices have been created to assist you with the less than perfect situations that may occur.

### Short and/or Damaged Items

If there is a problem with any portion of the order or any of the individual products, please contact our Customer Service Department at 866-980-9930. No frozen short and/or damaged product shipments will be made; therefore, if you have a problem with a frozen food or cookie dough product you will receive a credit once your sale is over.

### Late Money Collection Notice

When a student has **not** turned in all of their money on time, **page 18** can be used to remind them (and their parents) of the amount still owed. As with the other notices, this page has a Spanish translation (**page 19**) you can put on the reverse side and is designed to allow two notices per page.

### Money Correction Notice

**Page 20** should be used to notify students (and their parents) that the amount of money turned in was incorrect. As with the other notices, this page has a Spanish translation (**page 21**) on the reverse side and is designed to allow two notices per page.

### NSF Notice

**Page 22** should be used to notify people who had purchased items from the fundraiser that their check was deposited and returned as ‘insufficient funds’. As with the other notices, this page has a Spanish translation (**page 23**) on the reverse side and is designed to allow two notices per page.

# Late Money Collection Notice

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## We Have Not Received Your Fundraising Money

Original Amount Due \$ \_\_\_\_\_

Amount Received \$ \_\_\_\_\_

**Remaining Amount Due** \$ \_\_\_\_\_

*Please turn in the amount due immediately. Thank you!*



# Late Money Collection Notice

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## We Have Not Received Your Fundraising Money

Original Amount Due \$ \_\_\_\_\_

Amount Received \$ \_\_\_\_\_

**Remaining Amount Due** \$ \_\_\_\_\_

*Please turn in the amount due immediately. Thank you!*



# Notificacion de saldo de deuda - Retrasado

Nombre del estudiante: \_\_\_\_\_

Maestro/a: \_\_\_\_\_

Fecha: \_\_\_\_\_

**No hemos recibido su dinero de la campaña para recaudar fondos**

Balance Original \$ \_\_\_\_\_

Cantidad Recibida \$ \_\_\_\_\_

**Saldo Restante** \$ \_\_\_\_\_

*¡Por favor mande el restante inmediatamente! ¡Gracias!*



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Nombre del estudiante: \_\_\_\_\_

Maestro/a: \_\_\_\_\_

Fecha: \_\_\_\_\_

**No hemos recibido su dinero de la campaña para recaudar fondos**

Balance Original \$ \_\_\_\_\_

Cantidad Recibida \$ \_\_\_\_\_

**Saldo Restante** \$ \_\_\_\_\_

*¡Por favor mande el restante inmediatamente! ¡Gracias!*



# Money Correction Notice

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**We received your money envelope for the fundraiser,  
but the amount received was incorrect.**

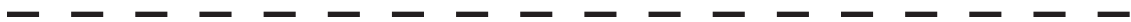
Correct Amount Due           \$ \_\_\_\_\_

Amount Received             \$ \_\_\_\_\_

**Remaining Amount Due**       \$ \_\_\_\_\_



*Please turn in the amount due immediately. Thank you!*



# Money Correction Notice

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**We received your money envelope for the fundraiser,  
but the amount received was incorrect.**

Correct Amount Due           \$ \_\_\_\_\_

Amount Received             \$ \_\_\_\_\_

**Remaining Amount Due**       \$ \_\_\_\_\_



*Please turn in the amount due immediately. Thank you!*

## Corrección de pago

Nombre del estudiante: \_\_\_\_\_

Maestro/a: \_\_\_\_\_

Fecha: \_\_\_\_\_

**Recibimos su sobre que contiene el dinero para la campaña para recaudar fondos. La cantidad recibida esta incorrecta.**

La cantidad correcta que debe \$ \_\_\_\_\_

Cantidad Recibida \$ \_\_\_\_\_

**Saldo Restante** \$ \_\_\_\_\_

*¡Por favor mande el restante inmediatamente! ¡Gracias!*



---

## Corrección de pago

Nombre del estudiante: \_\_\_\_\_

Maestro/a: \_\_\_\_\_

Fecha: \_\_\_\_\_

**Recibimos su sobre que contiene el dinero para la campaña para recaudar fondos. La cantidad recibida esta incorrecta.**

La cantidad correcta que debe \$ \_\_\_\_\_

Cantidad Recibida \$ \_\_\_\_\_

**Saldo Restante** \$ \_\_\_\_\_

*¡Por favor mande el restante inmediatamente! ¡Gracias!*



## NSF Notice Letter

You recently purchased items from \_\_\_\_\_ to support \_\_\_\_\_ fundraising campaign.

The check you paid with, which was check number \_\_\_\_\_, was deposited and returned to our organization as 'insufficient funds' and we have incurred a fee of \$\_\_\_\_\_.

Therefore, your new adjusted grand total owed is \$\_\_\_\_\_.

Please rectify this matter as soon as possible to ensure that your order will be placed and delivered on time.

Thank you in advance for your response as well as support of \_\_\_\_\_. Should you have any questions, please call \_\_\_\_\_, at \_\_\_\_\_.



---

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The check you paid with, which was check number \_\_\_\_\_, was deposited and returned to our organization as 'insufficient funds' and we have incurred a fee of \$\_\_\_\_\_.

Therefore, your new adjusted grand total owed is \$\_\_\_\_\_.

Please rectify this matter as soon as possible to ensure that your order will be placed and delivered on time.

Thank you in advance for your response as well as support of \_\_\_\_\_. Should you have any questions, please call \_\_\_\_\_, at \_\_\_\_\_.



## Carta de Nota de NSF

Usted compró recientemente artículos a \_\_\_\_\_ para a  
poyar a \_\_\_\_\_ con la campaña de recaudación de fondos.  
El cheque con que usted pagó, que era el número \_\_\_\_\_ de cheque,  
fue depositado y fue regresado a nuestra organización por insuficiencia de  
fondos y nos estan cobrando recargos por \$\_\_\_\_\_.  
Por lo tanto, su suma total que debe, despues de ajustarse, es \$\_\_\_\_\_.  
Rectifique por favor este asunto tan pronto como sea posible para asegurar  
que su orden haga y sea entregada a tiempo.  
Gracias anticipadas por su respuesta, así como el apoyo  
a \_\_\_\_\_. Si tiene alguna duda o  
pregunta, por favor llame a \_\_\_\_\_,  
en \_\_\_\_\_.



---

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pregunta, por favor llame a \_\_\_\_\_,  
en \_\_\_\_\_.



# The Fundraiser Checklist

The 'Fundraiser Checklist' has been designed for those who are looking for a detailed step-by-step summary of the fundraising process. It condenses what's covered in The School Fundraising Guidebook and puts it into a chronological outline. It is recommended that you prepare for each segment in steps before it takes place and check off each item within that segment as it is completed. You can also cross-reference the information found in this checklist with any related information found throughout the rest of The School Fundraising Guidebook.

- 1 Before the Kickoff** (Create Anticipation!):
  - Announce the date for the kickoff several times before the actual date.
  - Advertise the fundraiser by talking about:
    - What you are going to be selling
    - What the prizes and incentives will be
    - What the purpose for the sale is
  - Send a 'fundraiser coming soon' note home to the parents.
  - Make arrangements to have the principal introduce the fundraiser to the students and explain why it is important that they get involved. Make sure that they also wrap up the kickoff with some closing comments.
- 2 During the Sale** (Make it Count!):
  - Make sure that all prize posters and flyers have been placed in key areas around the school (i.e. front office area, cafeteria, gym, hallways etc.)
  - Daily remind the students to sell to neighbors, family, friends, as well as having family members take the brochure to work.
  - Incorporate periodic prize drawings to further increase sales.
  - Daily reinforce the daily collection of money at the same time that the orders are been taken.
  - Send home the 'Mid-Sale Reminder Notice'.
- 3 Before the Sale Ends** (Prepare Everyone for Wrap-up!):
  - The day after the 'Mid-Sale Fundraiser Reminder Notice' goes home, start announcing to the students to work with their parents to start preparing their order forms and money for 'Collection Day'.
  - Make sure that the parents are told to total up their orders and report the total amount of money 'due' at the bottom of the order form. The money 'received' must match the total amount 'due'.
  - Place the 'Collection Day' date on the 'Order Form & Money Collection' notices from your School Fundraising Guidebook and send them home about 1-3 days beforehand.
  - In preparation for 'Collection Day' remind your students that their completed order forms need to be turned in along with their money collection envelopes with the money inside (Make copies for your records when only single order form sheets are turned in).
- 4 Before you Mail your Order Forms** (Organization is Key!):
  - Have a well-defined safe and secured area as well as a large table designated for counting money and organizing order forms.

- Secure the money by depositing it in your bank account as quickly as possible.
- Attempt to have 3-4 reliable people to help count money and sort order forms.
- Create a 'Fundraiser Organizational Supply Box' complete with:
  - Grade-Level legal-size envelopes (Mark each grade on the outside of each envelope).
  - Paper clips (one for each class).
  - Sticky-note pad (for placing teacher names on the bottom copies of the paper-clipped order forms).
- Double-check to make sure that the money 'received' matches up with the amount 'due' on the order forms.
- Separate the top copy of the order forms from the bottom copy(s) for each class by placing the top copy inside each 'Class/Group Envelope' and then place inside your postage-paid mailing box. If a student has turned in 2 or more order forms, staple the top copies together before placing them inside the envelope. Label the outside of this envelope with the teacher's last name and first initial as well as either grade level or classroom number in the designated spaces.
- Paperclip the bottom copies of the order forms together by class and then put a sticky-note on the top and label with the teacher's last name and first initial as well as either grade level or classroom. Place these envelopes inside your 'Fundraiser Organizational Supply Box' for your records.
- Close the mailing box and fully seal the box with packing tape, then make arrangements to mail your box.
- Remember to fax any late order forms that come in after you have mailed your mailing box within 2 days of when you mailed your 1st order to ensure that your faxed orders can be combined with your mailed orders.
- Any late orders that come in past a certain point will be processed separately as a late order and may be subject to an additional shipping charge.
- PLEASE NOTE: We do not ship late orders on any frozen food or cookie dough. Therefore, any frozen food or cookie dough late orders that do not make it to us in time will not be processed.

## **5** Preparing for Delivery (Make Sure Everyone Knows!)

- Once you receive your delivery notification, place the date that your order is expected to arrive on your 'Delivery Date Notices' (page 15).
- Make copies and send them home to remind the parents about delivery day.

## **6** Delivery (Get the Orders Home!)

- It is recommended that once the boxes are inside that you organize them by student and by teacher. Each student's box will be labeled to make this process easier. Make sure that you check for students who may have more than one box and place them together.
- Distribute the boxes to the students and/or parents.
- If you have any questions call our Customer Service Department at 866-980-9930.

# Paying Your Invoice

## Amount Due

If you have received more than one invoice (i.e. a late order invoice), combine them together and make the check for the total amount due.

Please do not short-pay your bill. If you are to receive a credit, a check will be issued to your organization as soon as your full payment has been received.

**Please Note:** If you are waiting for a late order(s) to arrive, please pay the current invoice now and then pay the late order invoice(s) once you receive it.

## Make Checks Payable to:

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## Mail Checks to (payments only):

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\* Payment is due upon delivery of your merchandise.

For questions regarding your invoice(s), call our Customer Service Department at 866-980-9930.

**Thank you for your business!**