

## 6 EASY STEPS: FUNDRAISING LEADER'S CHECKLIST



STEP 1:

Contact us to set up your specific fundraiser dates and request free samples for your new group. We will get your customized order forms printed & mailed right out to you!

---



STEP 2:

Pass out the order forms with excitement to your group members and be sure to communicate both group and individual goals. Fundraisers typically last 2 weeks.

---



STEP 3:

When done selling, collect order forms and money. Make sure the order forms have the seller's name and phone number on them. If you have a large group, it will help at the delivery if the forms are sorted alphabetically, by class or by teacher's last name.

---



STEP 4:

Tabulate totals by flavor and deposit money into your bank account. Feel free to use our Order Calculator spreadsheet. It's a great tool and will help you keep an accurate count of any late or change orders, as well as money paid/owed, etc.

---



STEP 5:

Phone in your group's totals or email us the completed Order Calculator. We'll immediately create an invoice and e-mail it to you so you can prepare your check prior to delivery.

At this time you will want to confirm delivery details and ask any remaining questions you may have. Be sure to keep order forms as we will use them to do the order separation.

---



STEP 6:

Delivery day - this is the part our customers love! Just bring your order forms and have payment ready to give to our delivery staff. We'll bring everything else!

You may want to have a few volunteers handy and if possible, a table is always helpful. We will assist you in the assembly line process and you'll be done before you know it. If there are any problems, we'll be there to fix it for you, right then and there. That's all there is to it!

**WE SINCERELY THANK YOU FOR THIS OPPORTUNITY TO SERVE YOU.**