



INGREDIENTS FOR A SUCCESSFUL FUNDRAISER

PROMOTION IDEAS

- ▶ Have a letter for parents/children announcing the fundraiser, as well as suggestions for a successful fundraiser.
- ▶ Have a meeting to kick off the fundraiser and motivate the children.
- ▶ Suggest ideas on how to sell. For example make a list of potential buyers such as parents, other family members, parents' co-workers.
- ▶ Make daily announcements to update total sales.
- ▶ Explain to the children what they are selling.
- ▶ Be excited! (Coordinator) If you are, they will be too!
- ▶ Set goals if possible.
- ▶ Each organization may want to assign a child as a fundraiser leader.
- ▶ The organization leader may agree to do a funny stunt if they reach a certain goal. Updates can be announced daily to keep children excited.

TIME

- ▶ Fundraiser should run through at least 2-3 weekends.

TAKING ORDERS

- ▶ Prepayment is a must when children take an order. It eliminates losses and simplifies orders. Place individual orders in collection envelopes.

LATE ORDERS

- ▶ Allow 2 – 3 days after closing date of fundraiser for late orders to come in.

SALES TAX

- ▶ Make sure your organization complies with all local, state, and federal tax regulations.

TABULATING SUGGESTIONS

- ▶ Have a group tabulate the results before submitting sales orders. Be sure each order is double-checked for accuracy before it is forwarded. Make sure the amount in each envelope correctly matches the values of items ordered.

KEEP COPIES

- ▶ Be sure to keep a copy of every order sheet and tally list. Use copies to check off pre-sorted deliveries.

ORDERING

- ▶ Before placing orders, be sure all mistakes are corrected prior to submitting. Fax or call in your order. Do not send payment until we verify your order, at which time we will advise you on the amount to be remitted.

PAYMENT

- ▶ Once payment is received, orders will be fulfilled and shipped within 2-3 weeks.

SORTING SUGGESTIONS

- ▶ Have group leaders pitch in to help organize merchandise into individual orders. Make sure, after receiving your order, that entire shipment is inspected to confirm it was received in good condition. All sales are final, except in the case of damaged goods.

DELIVERY

- ▶ Make sure student deliveries are made in a timely manner and error-free.

100% SATISFACTION

- ▶ We stand behind our merchandise for your complete satisfaction. We are committed to a fundraiser that is both educational and one that will be profitable for your organization.

