

STEPS TO SUCCESS

STEP 1 **Kickoff.** Explain the fundraising project to the students. All information concerning our project should be passed out at the end of this day.

STEP 2 **During the sale, keep everyone excited!** You will get out of this project exactly what you put into it!

- A. Put up posters around the school.
- B. Visit classrooms daily.
- C. Talk about special prizes.
- D. Remind everyone of the deadline (day & date).
- E. Pass out additional order forms as needed.
- F. Keep teachers involved.
- G. Give a good pep talk each afternoon.

STEP 3 **1-WEEK REMAINING:** Send a note home to remind the parents of the date our sale ends. Use the enclosed form letter. (Attachment #1) Copy the letter on colored paper.

STEP 4 **SALE ENDS:** Collect the order forms. Make sure all key workers are here. Think Positive!

- A. Make sure each order form includes the student's name and the teacher's name. Teachers can help here.
- B. Orders must be written in **Blue** or **Black** ink.
- C. Make sure all numbers on the order form are legible.
- D. If a student fills more than one order form, **fold** the forms together.
DO NOT USE STAPLES.
- E. Check the totals to make sure the correct prize is selected when applicable ("Pick-A-Prize" Program). Be sure to indicate the prize selection. If no prize is indicated here, a prize will be chosen for the student.
- F. Put the **WHITE & YELLOW COPY** of the order form in the proper classroom envelope. Keep the **PINK COPY** for your records. Make sure all order forms are facing the same direction.

STEP 5 **MAIL ORDER FORMS:** Please call 1-800-940-9032 for a UPS label to be faxed to you when you are ready to mail in your order forms.

STEP 6 **COLLECT LATE ORDERS.** Process the order forms and mail them to the distributor. Orders received more than **7 working days** after original order will be processed as a second, new order.

STEP 7 Send Parent Follow-up Letter to parents. (Attachment #2)

TAKE A BREAK....YOU'VE EARNED IT!!!!

YOUR ORDER ARRIVES....

- STEP 8** **Your order will arrive in 2-4 weeks** based on your starting date (early sales arrive sooner). You will be contacted at least the day before delivery.
- A. The order will be delivered inside the building, ground floor, one location. Check the order before the driver leaves to make sure the correct number of boxes are delivered. If there is any serious damage to any boxes, be sure to indicate that when you sign for the order.
 - B. Look for the box marked "**PAPERWORK ENCLOSED.**" Your computer printout will be in the box of the teacher who is last alphabetically.
- STEP 9** Send a note home to notify the parents of product pickup times.(Attachment#3)
- STEP 10** **DISTRIBUTION OF PRODUCT.** Make sure all key workers are here.
- A. Put all the boxes in one location. (Enclosed diagram) (Attachment #4)
 - B. Separate the boxes in order by grade level. The student's name will be on the box that contains their order.
 - C. Have a large table up front with someone there to greet the parents and check the order. (Attachment #5)
 - D. Have other helpers available to get the orders from the boxes.
 - E. Check the order with the parent. Count items only! Have them sign for the order. A copy of the parent's order form will be inside their bag.
- STEP 11** Any **SHORTAGES** or **DAMAGED** items should be reported to our distributor within ten **(10) DAYS.** We must have the student's name and the teacher's name along with an itemized list of items needed. The form to report these items will be enclosed with your paperwork.
- STEP 12** **MONEY COLLECTION**
- Set a specific 1-week deadline (This will still give you two (2) weeks to report missing/damaged items).
- A. Collect money early each morning.
 - B. Record all checks with student and teacher's names.
 - C. Award student prizes as soon as all of their money is turned in (if applicable)
 - D. Have parent's sell leftover items instead of returning them. Returns will lower profits and can lower their prize level.
 - E. Contact anyone who misses the collection deadline. (Attachment #6)
- STEP 13** **Thank everyone for doing a Great Job!** A thank you letter to the parents is always a nice touch.
- STEP 14** Invoice is payable 30 days from ship date.

ENJOY SPENDING THE MONEY YOU RAISED!