

Thank you for choosing Crazy About Cookies Fundraising!

1) Please be sure you have bookmarked or saved to your “favorites” our website address:

www.FundraisingWithCandleFundraisers.com.

2) Save our email confirmation in order to assure you have all of our contact information for when you have questions or are ready to place your order:

Deb Murray Email: CHFundraiser@gmail.com Phone: 860-384-3691 or 888-209-0613 Fax: 410-630-7080

3) Your brochures are being shipped to you from our CT office via USPS Priority Mail. You’ll receiving a tracking email from the USPS.

4) While waiting for your brochures to arrive please go to www.FundraisingWithCandleFunraisers.com/toolbox.html for our Fundraising Chairman’s “ToolBox” and print the following required documents (available in pdf and Word):

- Sales Agreement - if one has not already been submitted to us. Fax to 410-630-7080.
- Guidelines - Please review thoroughly and contact us if you have any questions.
- Organization Cover Letter - you can customize to include with your brochures.
- Master Order Form - for submitting your order.
- Check-In Form - to confirm your delivery is accurate or if you wish to order additional items.

4) Please send us an email if you have not received your brochures within a week. Contact us with any questions you have in beginning your fundraiser. Please be sure to notify Deb once you have distributed your brochures and confirm your estimated closing date. It is important that we know you have begun your fundraiser.

5) If believe you are state tax exempt it is important that you review the State Tax Exemption Requirements at www.FundraisingWithCandleFundraisers.com/taxexemption.html prior to starting your fundraiser. If you have questions on your exemption status or in obtaining a state issued exemption certificate the number to call your State Sales and Use Tax Department is listed on the webpage. Blank state tax exemption forms are available for some states and are printable from our website. If you are not exempt it is best to know that prior to starting your fundraiser to allow you the option of collecting additional money to cover the tax. If you are not exempt it will be your responsibility to collect tax and report your tax. We will invoice you for the cost of your products and any applicable shipping.

6) Customize the cover letter in the “ToolBox” and distribute it with your brochures if you wish. Be sure to include in your letter your expectations for your fundraiser, that your participants clearly understand how the money raised will be used, and they understand how many items will need to be sold by each seller to meet that goal. Your seller’s will need to understand that reaching your goal can only be achieved when everyone participates and that each seller must sell the required minimum. We suggest you ask for a minimum of at least 10 items per seller, 20 is better, and more as needed to reach your goal.

7) Allow a few days for late orders to be collected and then tally the number of items sold. Complete the Master Order Form and fax to 410-630-7080. If you don’t have access to a fax you can email it as an attachment to CHFundraiser@gmail.com. We can process additional orders as needed.

8) We will email an invoice to you with the amount due including any applicable shipping once we have received your Master Order Form. Please be sure to send payments or any correspondence to our CT address only:

Deb Murray 97 Overshot Drive South Glastonbury CT 06073