



School Logo or Photo

Dear Friends and Family,

It's time for our _____ (fall, Christmas, Spring) fundraiser _____ (at / for) _____ (name of school or organization).

We will be conducting a Heritage Candles Fundraiser from **(September 1st – September 15th)**. Money raised from our fundraiser will provide **(explain in detail how your funds will be used)**. We are asking for your support! Everyone's participation will make a difference and will benefit the children! To reach our fundraising goal we are asking each family to sell a minimum of 10 items.

The candles are premium blended, earth-friendly soy blend wax, have lead free all-cotton wicks glued at the base to prevent drifting, and burn evenly. They are highly fragrant, scented throughout, and are clean burning. Candles are made by Heritage Candles in the USA. 12 oz. Canning Jar Candles have a burn time of 70 hours and are available in a wide variety of wonderful scents.

OBTAINING ORDERS – Please complete your information as the seller's name and phone # on the top of the enclosed brochure. Please sell to friends, family, neighbors, and people at work. Please ask several friends and family to also assist you in selling by showing your brochure to their co-workers, friends, family, and collecting additional orders for you. Never allow young children to solicit orders alone. They should always be in the company of a responsible adult.

COLLECTION OF MONEY – Please collect payments as you sell the products. Please make all checks payable only to **(name of your organization)** and NOT to the company. Be sure to return your brochure and payments by **(September 15th)**.

STATE TAX – (Your organization will choose whether or not to collect additional money if not exempt) "Please collect an additional \$1 per item sold for tax". Or, "You will not need to collect tax."

REACHING OUR GOAL – The more items you sell, the more we'll earn! Our profit goal is \$20,000 and we need everyone's participation to reach that goal! Our success will be achieved when EACH seller commits to supporting our fundraiser.

SUBMITTING YOUR ORDERS – Review the orders to assure the items ordered are clearly written and easy to read. If an item is crossed out be sure it is crossed out completely to avoid confusion. Be sure to tally the item columns and the amount paid column. Make sure the amount of money collected equals the cost of the items sold. Return your order form and money by the due date.

COMPLETION – All orders AND money must be turned in by "Monday, 09/15".

DELIVERY – Please allow 3 weeks AFTER our fundraiser has closed for the items to arrive.

NEED ASSISTANCE? If you need assistance, please call (Name) at (Phone Number).

Thank you in advance for your participation and your support to assist us in reaching our goal!!

**If you would like to receive information on our fundraising program for your organization please contact
Deb Murray, National Fundraising Representative at 860-384-3691.
For more information visit: www.FundraisingWithCandleFundraisers.com for more than 40 fundraising ideas!**