



[www.FundraisingWithCandleFundraisers.com](http://www.FundraisingWithCandleFundraisers.com)  
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## Heritage Candles Guidelines for a successful fundraiser!

**Please review the following information prior to starting your fundraiser.**

**Agreement Form** – Please review, keep a copy, and submit either a printed or electronic copy prior to starting your fundraiser. Upon requesting brochures your organization has agreed to complete a fundraiser with Representative Deb Murray. *Please* do not cancel. If your fundraiser is cancelled you are required to promptly return all brochures within two weeks, in good condition.

**State Tax** – Heritage Candles does not collect tax and requests that organizations report their sales for tax purposes if they are not state-tax-exempt. If your organization is not exempt you have the option to collect additional money for tax purposes. We will submit an invoice to you for only your cost of the products and any applicable shipping fee.

**Display Samples** – There are no product minimums for placing an order for display samples. We cannot ship free samples. Shipping will be added to the invoice. Payment by organization check/money order is required before orders are placed. Allow up to a week following receipt of payment for delivery.

**Set a goal!** – To assure your success you are encouraged to set a financial goal and to determine the total number of items that must be sold by each seller. We highly suggest you require a minimum of at least 10 items sold per seller, 20 items is better! Encourage your sellers to ask friends and family to also help collect sales. Share with your sellers your financial goal, what the funds will be used for, and that you are counting on everyone's participation to reach the goal. Your goals and expectations can be reinforced by distributing a letter to your sellers. A sample letter can be found in the website's "ToolBox."

**Preparing for your fundraiser** - You may wish to attach a cover letter with each brochure to share information about your organization and why you are fundraising. Request in your cover letter or write on your brochures that payments by check are to be made payable to your organization. Do not accept checks payable to Heritage Candles, Fundraising With Candle Fundraisers, or any name other than your organization because you cannot cash them and they will not be accepted as payment for your fundraiser.

**Pricing and Profit** - Organizations can earn up to 50% profit with Heritage Candles. Organization will pay 50% of the retail selling price plus shipping if applicable. In Mountain and Western zones there is an additional cost of 30 cents per candle and melt warmers. Organization will be invoiced for only your product cost and shipping, applicable.

**Suggestions to increase participation and sales** – Besides requiring a minimum request each seller to start selling right away. Promote your fundraiser as much as possible thru posters, school announcements, advertising, etc. Make announcements in your group's newsletter, at meetings or in classes. You may wish to ask for donations such as free pizza, movie tickets, no homework passes, contributions from your community, school, parents etc. Suggestions for schools include offering an extra recess with 5 items sold, a celebration ice cream or pizza party with 10 items sold, and a game night/movie night or travel to go to a movie theater, roller skating, or bowling etc. with 15 items sold. With advanced planning and the offer to promote businesses in your cover letter most schools can receive those services free or deeply discounted in exchange for promoting their business. Schools have dramatically increased their sales by promoting this incentive program.

**No Door to Door Sales without supervision**– Please do not allow children to sell door to door without parental supervision.

**Follow up and remind!** - Most fundraisers run for a period of 2-3 weeks, including two full weekends. Half way through the fundraiser contact your sellers and remind them of the minimum number of items you are requiring them to sell. Keep them motivated and make daily reminder announcements when possible. Send out a reminder notice a day or two before the order forms are due.

**Set a deadline** - Provide a date to your sellers for submitting the order forms back to you. In planning your schedule build in a few days for collecting late orders.

**Order Deadline** – Payment for orders must be received prior to December 31<sup>st</sup> for fall fundraisers, and June 30<sup>th</sup> for spring fundraisers.

**Tally** – Once you have collected your order forms tally the quantities of each item sold and complete the Master Order Form. Please keep your brochures and only remit the Master Order Form. Your balance due, including shipping, when applicable, will then be calculated and we will email an invoice to you. Keep a photocopy to verify you receive the correct number of items in your shipment when delivered.

**Qualification for Free Shipping** – Shipping charge is waived with 120 items sold and Heritage brochures may be combined to qualify for free shipping. A maximum fee of \$75 will be charged for shipping. Organization with a small number of participants can opt to collect additional money for shipping. You are only invoiced for the actual amount due.

**Payment Methods** – We require full payment to be received before your order will be processed. You will keep your profit upfront and only send payment for the amount due to purchase the items. Payment by bank check or money order is preferred and will enable your order to be processed faster. Orders paid by business checks, school checks etc will be placed within 2-3 day upon receipt. *Personal checks and temporary checks are not accepted. Please do not call and ask for an exception.* Purchase Orders for Heritage Candle orders are not accepted.

**Express Shipping** – Express Shipping is NOT available for initial orders, late orders, or for replacements. If you are late submitting your order and need your products delivered ASAP we suggest you express your payment to expedite your order. Be sure to waiver signature delivery. Upon receipt of payment you will receive your shipment generally within 1 week.

**Late Orders** - If order forms are submitted to you after you have received your invoice you may still submit subsequent orders. A shipping charge will be added. Once you have mailed payment “add-ons” cannot be added onto the original order unless the order is held until the second payment has been received. We suggest waiting until you receive your initial delivery and then submitting one final order.

**Delivery** – You can expect delivery generally within 1 week. Most orders are shipped by UPS. Large orders will be shipped via a freight carrier, such as Common Carrier, with an arranged delivery date and require a school/business address. All shipments originate from GA. The time of delivery is not available on small orders. Larger orders will be a scheduled delivery. Small orders shipped to a residential address will not require a signature. All other locations will require a signature upon delivery. Once the order has been processed an address cannot be changed.

**Tracking Numbers** – Once an order has been submitted we will not have updates until the boxes have shipped. You may then check with us for an update and we can provide you with an estimated delivery date(s) but tracking numbers are not distributed due to fees charged by UPS and freight carriers when an address has been changed or modified.

**Check In** – **Requests for missing or broken items will not be accepted unless a completed Check-In Form is submitted within 48 hours of receiving your delivery. Phone calls or emails listing shortages will not be accepted.** Upon receipt of your products it is very important to inventory what you received prior to sorting your products by seller. Requests for “missing items” will not be approved unless an inventory is completed BEFORE sorting by seller. We can’t stress enough the requirement to sort all of your items and line them up in the order as listed on the order forms. Inventory, and then compare the totals received to the quantities ordered. If there are any discrepancies please recheck for accuracy. All boxes are weighed for accuracy prior to being shipped and your shipment should be 100% accurate. **IMPORTANT:** For freight carrier deliveries you must inventory the number of boxes received and report to the driver ALL damage to ANY of the boxes in your shipment. If any items are broken report the damage to the driver at the time of delivery. For UPS deliveries if any items are missing, extra, or broken include that information on your Check-In Form. Email a photo to [chfundraiser@gmail.com](mailto:chfundraiser@gmail.com) if any item arrives broken. For any extra items received a call tag may be issued for UPS to pick up the items. Fax your Check-In Form and any necessary replacements will be shipped by UPS. **Your Check-In Form must be received within 2 days of your delivery to be eligible to receive replacements.** If you ordered incorrectly you may place an additional order for the products needed. Payments will be required before additional items are shipped. Express shipping is not available.

**Distribution** - After completing your Check-In Form you can distribute the products. For each seller follow the tally of each item sold on the bottom of the order form. Once a seller’s order has been completed please have someone double check the order for accuracy. The order form and the products are now ready for distribution.

Thank you for choosing Fundraising With Candle Fundraisers and know that I sincerely appreciate the opportunity to work with you! If you have any questions please contact me.

*Best wishes,*

*Deb Murray, National Fundraising Distributor*