



www.FundraisingWithCandleFundraisers.com
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**La-Tee-Da! / Celebrating Home
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.

Tax Exemption Groups - If your organization is state tax-exempt please refer to the "Tax Exemption" page at www.FundraisingWithCandleFundraisers.com prior to beginning your fundraiser to verify that you have the appropriate document. A blank form for some states can be printed out on the "Tax Exemption" page. Complete all sections and include a signature. Submitting tax exempt numbers only will not be accepted. We suggest you submit your tax document prior to beginning your fundraiser to have your tax exemption document approved. **Do not confuse federal exemption or federal EIN numbers for state tax exemption.** For more information you can also visit www.fundraisetaxlaw.org. If you need assistance the phone number for each state's Department of Revenue is posted on our state tax exemption page and they will be able to verify if you are state tax exempt and provide you with the applicable documentation.

Non-Tax Exempt Groups – If you are not exempt we recommend you should collect tax on your retail sales rather than deducting tax from your profit. State and local tax will be added onto your invoice and must be paid in full before an order will be processed. Once you have submitted your Master Order Form we will email an invoice to you including the tax due. Any extra money you may have collected will stay with you as additional profit. We will confirm your tax rate, and if shipping is taxed in your state.

Samples – There are no product minimums for placing an order for samples. We cannot ship free samples. Shipping and tax, if applicable, will be added to the invoice. Payment by organization check/money order is required before orders are placed. Allow up to 9 business days 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 is encouraged. 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 LaTeeDa, Celebrating Home, New Fundraising Ideas, 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 our candle brochures. Organization will pay 50% of the retail selling price plus shipping and tax if applicable on orders with 250 items or more, and 40% plus shipping and tax if applicable on orders less than 250 items. Retail prices range from \$12 to \$20 with the most popular items selling for \$12. Additional money can be collected to pay for tax and shipping. Organization will be invoiced for only the actual amount due.

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. To be successful it is crucial to set minimums, make multiple reminders, and hold sellers accountable for their sales. 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 Jul 31st for spring brochures, Dec 31st for fall brochures, prior to seasonal items being retired and no longer available. Payment for Christmas orders should be received at least 2 weeks prior to the date you wish to have delivery.

Tally – For bulk orders, 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 tax and 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. For Pack-By-Seller orders contact us once you have closed your sales and we will email an online link for you to enter your orders. Notify us once you have completed entering your orders and we will email an invoice to you.

Qualification for Free Shipping – Shipping charge is waived with a minimum order of \$150 in retail sales. A flat \$15 shipping fee is added to orders with less than \$150 in retail sales.

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.* Major credit cards are accepted upon receipt of a signed authorization form. With advanced approval, prior to starting your fundraiser, schools only may apply to provide a purchase order by submitting a School Purchase Order Agreement signed by the principal and treasurer, the purchase order must be a written document, and contain the name and phone number of the person responsible for remitting the payment. Payment must be received within 2 weeks of delivery. No exceptions! If you are unable to make payment within two weeks of receiving your product you will not be eligible for submitting a purchase order. Please do not just remit a PO without calling our office first and requesting approval. Fax or mail the Master Order Form and you will receive an invoice via email within 48 hours.

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 9 business days.

Late Orders - If order forms are submitted to you after you have received your invoice you may still submit subsequent orders. New orders will be invoiced according to the same profit percentage guidelines and shipping. 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 request you wait until you have received your initial delivery and then submit a final order.

Delivery – You can expect delivery generally within 9 business days upon receipt of payment. All orders are shipped by Fed Ex Home Delivery. All shipments originate from TX and are delivered Tues-Sat and follow a morning-evening schedule. The time of delivery is not available. Residential addresses require no signature. All other locations will require a signature upon delivery. If no one is available to sign for the delivery FedEx will reattempt delivery the next scheduled day. Boxes may ship on different days and may arrive over a 2-3 day period. We suggest you wait until you have received all of your boxes before distributing the products. Once the order is processed an address cannot be changed.

Tracking Numbers – Once an order has been submitted we will not have updates for 4-5 days 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 FedEx from change of address fees, modifications etc.

Pack-By-Seller – Orders can be Packed-by-Seller free of any charges. If you would like to have your order packed-by-seller notify us when you are ready to close and we will email an online order link for you to enter each seller’s order. There are no minimums per seller.

Check In – **Requests for missing or broken items will not be accepted unless a completed Check-In Form is submitted. 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. For bulk orders you are required to inventory the quantity received for each item ordered prior to sorting by seller. For packed-by-seller orders you will need to verify that each seller’s box has been received upon delivery, and then request each seller to verify they have received the correct number of items at the time they pick up their box. Requests for “missing items” will not be approved unless an inventory is completed BEFORE distribution. We can’t stress enough, for bulk deliveries, 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. Jar Candles will be shipped in cases of 6 when possible with the remainder boxed individually. If any items are missing, extra, or broken include that information on your Check-In Form. Email a photo to chfundraiser@gmail.com if any item arrives broken. For any extra items received a call tag will be set up and FedEx will pick up the items. Fax your Check-In Form and any necessary replacements will be shipped by Fed Ex. **Your Check-In Form must be received within 72 hours of receiving 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 Standard Orders 1 bag for each 6 items sold will be provided with your delivery. 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 New Fundraising Ideas 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 Representative