

# FUNDRAISING TIPS

## From FREEDOM FUNDRAISING



### GETTING STARTED

A successful fundraising program is easy when you follow these helpful fundraising tips. If you have never planned a fundraiser before or just need some tips to improve your next sale, use the following information to have a profitable and successful sale.



### ESTABLISH A GOAL

- Determine what your group's expenses are going to be.
- Determine how many people will be selling.
- Set an amount that each person will be required to sell.



### ORGANIZE HELP

- Ask other reliable adults to help you.
- Assign someone to maintain a list of the people selling. Use the enclosed record sheet. You can copy it as needed to meet the number of sellers.
- Assign someone to be responsible for collecting the money.



### WHEN AND HOW TO SELL

- Let us help you choose a product to meet your needs. Our representatives have many years of fundraising experience.
- Set a start and stop date for your sale. Two weeks is an ideal time frame.
- Send a flyer home to the parents stating the times and dates for your sale and what items they are selling. Let them know how many pieces are in each case and how much to sell the items for.
- Advertise your sale. Put up posters and send emails. Alert the community.



### WHEN PRODUCT IS DELIVERED

- Count the number of cases or items received and check this with the enclosed packing slip listing the products you ordered. Please notify us within 72 hours of product delivery to receive credit for any damaged or missing items.
- IMPORTANT: Review safety tips with all sellers. See enclosed safety tips.



### END OF SALE

- Collect all money from your sellers and record this on your record sheet. Check your record sheet to make sure all money is turned in.
- Send in payment due for your order. The rest is your profit.

