



## CHAIRPERSON INFORMATION

### PLEASE READ CAREFULLY BEFORE STARTING YOUR SALE!!!

#### GENERAL PROCEDURE

1. Receive Sales catalogs from Super Fan Fundraising.
2. Schedule a phone call with your fundraising professional to discuss the details of your campaign for your custom prepared Participant Letter.
3. Schedule the fundraiser kick-off. Pick a date that ensures that all participants and parents will be in attendance.
4. Cover campaign details at the kick-off.
  - Team Goal (how much money you are trying to raise)
  - Why you are raising money (the most important part of fundraising, something tangible the group can rally around and express to potential buyers)
  - Individual Expectation (how many items each participant is expected to sell)
  - Timeline (sale starts today, sale ends on\_\_\_\_\_)
5. Discuss selling instructions.
  - No selling to strangers
  - Fill out form legibly
  - Collect all monies at time of sale, collect state sales tax (if not tax exempt)
  - Buyers should make checks payable to your organization name or designated account holder
  - Make a copy of order form and turn in to Chairperson on or before due date
6. Continue to promote the goals, expectations, and timeline to your group as often as possible throughout the duration of your campaign, and with excitement.
  - Email blasts
  - Mass text messages
  - Verbal reminders when group is together
  - Put fundraising information on your website
7. Upon wrap-up, collect all order forms and monies. Make sure to compare orders versus monies submitted to ensure the correct amount was collected for each item sold and that the totals for each seller's form add up correctly. Here are some tips that will help on the collection day:
  - Recruit help from your staff and parents
  - Make sure to collect orders and count money indoors
  - Have plenty of table space and writing utensils
8. Fax, email, or send orders to Super Fan, as instructed on backpage.
9. Super Fan will tally all orders and send you an invoice. ***All invoices must be paid before order will be shipped.***

## ORDER FORMS

Be sure to include the seller's first and last name, contact information, chairperson, and organization name on the top of each order form. If you need more order forms, you may contact your fundraising professional or print more order forms online at [www.SuperFanFundraising.com](http://www.SuperFanFundraising.com).

## ONLINE ORDERING

Super Fan Fundraising offers a state of the art online ordering system customized specifically for your group to provide the ability to reach supporters all throughout the country. Please contact your fundraising professional or Super Fan Customer Service at 855-602-7990 for more information.

## MINIMUM ORDER

There is no minimum order to submit your fundraiser to Super Fan Fundraising.

## SALES TAX

Local/state sales tax rates will apply unless a copy of your group's Tax Exempt Form is provided or the Tax Exempt form found on pg 6 of this packet is completed. Fax your Tax Exempt Form to Super Fan at (954) 556-5147 or email to [CustomerService@SuperFanFundraising.com](mailto:CustomerService@SuperFanFundraising.com). Please check with your local/state agency for tax regulations in your area.

## TALLYING YOUR ORDERS

Super Fan Fundraising will tally all of your orders. However, you should check to see that item numbers and team codes are correct and legible, and also the products ordered and the money submitted agree.

## SUBMITTING YOUR ORDERS

Prior to submitting your orders, please complete the Order Processing Form located on pg 5 of this packet. You can scan and email orders to [orders@SuperFanFundraising.com](mailto:orders@SuperFanFundraising.com), or you can fax to (954) 556-5147. If you would like to arrange an alternative method of order submission, please contact your fundraising professional or Super Fan Customer Service at (855) 602-7990. You will receive an order acknowledgement within 2 business days. **Do NOT send in payment when you send in your order.**

## PAYMENT

All customers who pay by check should make them payable to your organization, not to Super Fan Fundraising. Your invoice will be emailed to you 2-3 days after we receive your sales order and payment is due at the time of invoice. Upon receipt, please review the invoice to ensure accuracy in comparison to the order forms submitted. Payment may be made by check or money order to Super Fan Fundraising. We are also able to accept payment by credit card via Paypal for a 3.1% service charge.

**ORDERS WILL NOT SHIP UNLESS FULL PAYMENT HAS BEEN RECEIVED.**

**Payment should be mailed to: Super Fan Fundraising, 510 Shotgun Rd., Ste 160, Sunrise, FL 33326**

## DELIVERY

Standard Shipping time for orders is approximately 3-5 weeks from the date of invoice. Please note, this can take longer during periods of high volume. Orders will be delivered via UPS, pre-packaged by participant and labeled with the participant's name and organization.

## SHIPPING CHARGES

Shipping is FREE for all orders over \$5,000. An 8% shipping charge, capped at \$250, will apply to all orders up to \$5,000.



Organization Name \_\_\_\_\_

Chairperson \_\_\_\_\_

# FUNDRAISING GAME PLAN

1	<p style="text-align: center;"><b>PROMOTE TO ORGANIZATION:</b></p> <p><b>We are raising money for</b> _____.</p> <p><b>Our organization needs to raise \$</b> _____.</p> <p><b>In order to reach our goal, everyone sells</b> _____ <b>items.</b></p>
---	---

2	<p style="text-align: center;"><b><u>KICK-OFF INFORMATION</u></b></p> <p><b>Kick-off date:</b> _____ <b>Kick-off time:</b> _____ <b>Kick-off location:</b> _____</p> <p><b>At the kick-off, each participant gets a catalog and participant letter.</b></p> <p><b>Chairperson explains the following at the kick-off:</b></p> <table style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• <b>Why the organization is raising money</b></li> <li>• <b>Organization goal</b></li> <li>• <b>Individual expectation</b></li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• <b>When and where to turn in money</b></li> <li>• <b>Who checks are payable to</b></li> <li>• <b>Checkpoint information</b></li> <li>• <b>Incentives</b></li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• <b>Why the organization is raising money</b></li> <li>• <b>Organization goal</b></li> <li>• <b>Individual expectation</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>When and where to turn in money</b></li> <li>• <b>Who checks are payable to</b></li> <li>• <b>Checkpoint information</b></li> <li>• <b>Incentives</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Why the organization is raising money</b></li> <li>• <b>Organization goal</b></li> <li>• <b>Individual expectation</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>When and where to turn in money</b></li> <li>• <b>Who checks are payable to</b></li> <li>• <b>Checkpoint information</b></li> <li>• <b>Incentives</b></li> </ul>		

3	<p style="text-align: center;"><b>CHECKPOINT INFORMATION</b></p> <p><b>Checkpoint date:</b> _____ <b>Checkpoint time:</b> _____ <b>Checkpoint location:</b> _____</p> <p><b>Checkpoint expectation: (50% of expectation)</b> _____</p> <p><b>Checkpoint reward (if applicable):</b> _____</p>
---	---

4	<p style="text-align: center;"><b>FINAL ORDER INFORMATION</b></p> <p><b>Final order forms and money are due:</b> _____.</p> <p><i>Any orders not submitted by this date will either not be taken, or will affect the final delivery date.</i></p>
---	---

5	<p style="text-align: center;"><b><u>INCENTIVE INFORMATION</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">1.</td> <td style="width: 50%;">4.</td> </tr> <tr> <td>2.</td> <td>5.</td> </tr> <tr> <td>3.</td> <td>6.</td> </tr> </table>	1.	4.	2.	5.	3.	6.
1.	4.						
2.	5.						
3.	6.						

### **KEYS TO A SUCCESSFUL FUNDRAISER**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b><u>Setting firm expectations</u></b></li> <li>• <b><u>Organization</u></b></li> <li>• <b><u>Promotion</u></b></li> </ul> | <ul style="list-style-type: none"> <li>• <b><u>Excitement</u></b></li> <li>• <b><u>Urgency</u></b></li> <li>• <b><u>100% Participation</u></b></li> </ul> |
|--|---|



## Game Plan for a Successful Fundraiser

### Make a plan, and stick to it!

A Super Fan Fundraising Professional will help you build a Game Plan. Get genuinely involved in this planning process. Once the plan is in place...stick to it!

### Promote the Game Plan and its parts:

When you introduce the plan confidently to your organization, it shows that you are taking ownership of it. When YOU own it, your team will take ownership of it. When everyone involved takes ownership, you can raise a lot of money.

### Accountability:

Hold yourself, your staff members, and all participants accountable for executing the game plan to the letter. This will not only increase the likelihood of success on the current fundraiser, it will establish standards and good habits for future fundraising.

### Set challenging goals, and expect your participants to achieve them:

A successful fundraiser should provide you \$50+ profit per participant. Set that expectation, and then don't accept excuses.

### Urgency:

Contrary to what most people think, fundraisers do NOT require several weeks or months in order to yield success. In fact, the opposite is true. Short periods of intense fundraising will give you better results, AND will be more palatable for you and your participants.

### Mentor and Motivate your participants:

Be active in creating excitement and momentum within the fundraiser. Incentives and inter-squad competitions are great ways to do this. Your Super Fan Fundraising professional will help you plan these strategies.



## ORDER PROCESSING FORM

**PLEASE FILL OUT ALL INFORMATION SO THAT YOUR  
ORDERS CAN BE PROCESSED AS QUICKLY AS POSSIBLE.  
PLEASE INCLUDE THIS FORM WITH YOUR ORDER**

**ORGANIZATION** \_\_\_\_\_

**CHAIR NAME** \_\_\_\_\_

**CHAIR PHONE** \_\_\_\_\_

**CHAIR EMAIL** \_\_\_\_\_

**ADDRESS FOR SHIPMENT**

\_\_\_\_\_  
\_\_\_\_\_

**NUMBER OF SELLER ORDER FORMS SUBMITTED** \_\_\_\_\_

**THANK YOU FOR CHOOSING SUPER FAN FUNDRAISING!**



## Tax Exempt Form

Groups that qualify for 501c3 status as non-profit organizations, are classified as not-for-profit by appropriate government agencies, or are involved in humanitarian or cause-related fundraising efforts, are candidates to participate in a Super Fan fundraiser, subject to sole approval of Super Fan Fundraising. Groups claiming tax exempt status should possess documentation upon request of Super Fan or appropriate tax authorities.

If your group is exempt from paying sales tax on fundraising purchases, please complete the information below and return to Super Fan Fundraising via fax (954-556-5147) or email ([CustomerService@SuperFanFundraising.com](mailto:CustomerService@SuperFanFundraising.com)). **You must complete and remit this form before submitting your order.** Please contact your fundraising professional with any questions.

Name of Organization: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

This fundraising event will be for the purpose of: \_\_\_\_\_

\_\_\_\_\_

**I CERTIFY THAT FUNDRAISING PRODUCTS PURCHASED FROM SUPER FAN FUNDRAISING BY THE ORGANIZATION NAMED ABOVE ARE EXEMPT FROM SALES TAX**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_