

Brochure Fundraising Checklist

These are the actual actions you will follow in running your catalog fundraiser with us. If you have questions, don't hesitate to get in touch with us - thank you.

How it Works

CONTACT US. When you are ready to start a fundraiser, contact us to begin. This will be your first step.

CHECK SUPPLIES. Figure out the number of order forms and product information forms you will need. Get them printed. We suggest doing so on card stock.

FILL IN DATES. Pick a beginning and end date. Please make sure they are clear, and everyone knows. Be sure to write them on the order forms. Give yourself a little time before the fundraiser starts to create some hype. Post on social media, make an announcement or even post some flyers. We suggest that the fundraiser runs for about two weeks.

LATE ORDERS. After the fundraiser is complete (if time allows), please allow two to three days after your "final return date" for late orders to come in. You could be surprised how many come in after the end date. Please note, we do not accept "add-on" orders after we receive your forms.

SEND IN ORDER FORMS. On collection day, please make sure that the amount of money correctly matches the item values ordered. Verify all the order forms are legible and each customer has filled out all the information. After each form is verified, fill out the total tally form. We suggest having a 2nd person verify the total tally form with each order form to ensure no errors. This way, we can make sure every person is accounted for and nothing is missed. You can then mail or email your total tally form to us for verification. Please email info@popnspirit.com or mail to:

Pop-N-Spirit
2122 W Lone Cactus Dr. Suite 16
Phoenix, AZ 85027

REMITTANCE. Do not send payment (unless instructed to). After we receive your order, we will verify your order. If needed, ask questions or verification. When that is complete, you will be advised of your exact profit and the amount to be remitted.

ORDER PROCESSING. After the order is submitted and verified, we will begin the production process. We can get your order scheduled and provide an estimated ship date. We typically ship within seven business days. After the product is shipped, we will give you the tracking information. Please note, local pick up and delivery are available. Don't hesitate to get in touch with us for more details.

FINAL STEP. After you receive your order, which is generally within two weeks after we receive it, we strongly urge you to inspect that the entire shipment has been received in good order. If the package looks damaged, please inform the delivery driver at the time of delivery. Sort your order into the individual orders to be handed out to the customer.

Please note – Pop-N-Spirit strives to be sure every order is perfect. We have steps to ensure that many parts of our process are duplicated to minimize any errors. However, mistakes do happen rarely. If there is a damaged or missing product, please fill out and send back our order claim form. We suggest waiting 3-5 days after distributing the order to ensure all errors have been caught.

Don't hesitate to get in touch with us at info@popnspirit.com or 1-877-I LUV POPCORN with any questions – THANK YOU!