

# BoBo's Simple Steps to Fundraising Success

**Step 1:** Distribute brochures to your organization, be sure to remind them when order forms are due.

**Step 2:** Collect the order forms and money from each participant.

**Step 3:** Go over each order form, write the amount collected for each participant in the top right-hand corner of their form. **If there are orders that were not paid for, please make sure to draw a line through them with a black marker so that you are not invoiced for them.**

**Step 4:** Deposit checks and money into your organization's account.

**Step 5:** Turn original order forms (top white copy) into BoBo's.

**Step 6:** If you receive late orders please scan and email them to [orders.bobos@gmail.com](mailto:orders.bobos@gmail.com). We will accept late orders for up to 5 days before your delivery.

## BoBo's Will:

1. Process and data input each order individually by participant.
2. Send you a detailed report of each participant, as well as, an invoice that will be due at delivery.
3. Pack orders by each participant and return original order form with products
4. Deliver pre-packed orders to desired location at desired time.
5. Driver will unload truck and line orders up alphabetically.
6. At this time, driver will collect your payment. Please pay by organization check, money order, or cashier's check.

**If you have any questions during your fundraiser or after we are here to help you. Please feel free to contact us, 314.315.5255.**

**IMPORTANT:** PLEASE MAKE SURE TO MEET ALL DATES SCHEDULED WITH BOBO'S FUNDRAISING; AS WE WILL NOT BE ABLE TO HAVE YOUR ORDER READY IN A TIMELY MANNER IF THESE DATES AREN'T MET.