

Fundraising - Group Leader Tips

Start of the Fundraiser

- **Make sure each seller lists their name and phone # on the order form**

On-going

- **Keep the group motivated throughout the fundraiser**
 - Remind the group what the goals and rewards are for the fundraiser
 - You will get reminder e-mails from me throughout the fundraiser
 - Set up motivational tasks for the group in your calendar to remind yourself
- Remind the group of the due date/time for turning in order forms
 - Highlight that all forms and money need to be turned in at the same time
- Remind sellers several times about the delivery day/time. **Butter Braids and Wooden Spoon Cookie Dough can only be out of the freezer for 2-3 hours, depending on the weather.** So, sellers need to get the product back to a freezer or to their customers immediately. They may want to bring a cooler or cold bag to get them home
 - Verbal reminder as well as an e-mail and/or social media reminder

End of the Fundraiser

- Have sellers take a picture of their order form or scan it before turning it in to you
 - Sellers like having a copy for their records
 - Make sure each order form has the sellers name, phone # and correct flavor totals
- You will be sent an e-mail link to an order entry spreadsheet
 - You can add on and save as many times as you like (**disc icon**)
 - **Submit order** once all orders are entered (Due Friday's @ 5pm)
 - **TIP** - List the assigned # from the spreadsheet on the seller's order form.
 - Easy to match upon on delivery day
 - Sellers are automatically alphabetized on the order entry spreadsheet
 - **You can copy/paste an existing seller names excel spreadsheet into the order form**
 - Use the import data button to get a template
 - Download template
 - Copy paste your info into the template

- Save the new template
- Upload the new template into the ordering spreadsheet

TIPS on delivery day

- Have your order forms ready to match up to staged orders
- Do not give out Butter Braids or Wooden Spoon Cookie Dough until all the orders are staged to avoid confusion
- Double check that the staged order & the order form amount match upon pick up
 - This will avoid missing/wrong orders after the delivery window
- Have one check ready for payment upon delivery (Do not mail)
 - Make the check out to Sweet T Fundraising

After the Fundraiser

- Follow up with the group on how the fundraiser went
 - Did the group meet the goal?
 - Show off the rewards/purchases from the fundraiser money
 - Pictures of what was purchased or accomplished with the money that was raised posted in the lobby/ break area, social media, and e-mail
 - Highlight best sellers/ prize winners