

Fundraising Committee Instructions



SnackPack
Reusables™

Download and email a copy of this page to each teacher or group leader!

1. The first step is to assign a committee contact person at your school or organization who will work with us at SnackPack Reusables. The committee contact person can email Sarah at SnackPack Reusables to request a sample of our SnackPacks:

sarah@snackpackreusables.com

2. Click the Fundraising Program icon on our web site.
3. Print, in colour, for each student or salesperson:

- * Fundraise with SnackPack Reusables
- * SnackPack Reusables' Order Form

We offer a "SnackPack Sales Script" for younger people!

4. That's it! You can now start fundraising!
5. When a student or salesperson returns their completed order forms with payment, each teacher or group leader should collect the order forms with the monies collected and put these together into an envelope with the teacher's or leader's contact information written on it (e.g. name, school, room number, telephone).
6. The committee contact person should collect all envelopes, remove the cash and cheques, and **LEAVE THE ORDER FORMS IN THE ENVELOPES**. It is important to keep **EACH** classroom's order forms separate because SnackPack Reusables will process and package each classroom's orders individually. This makes it easy for teachers or group leaders to distribute product and gifts.

7. The committee contact person should process the cash and cheques for deposit to their organization's bank account:

Total monies collected: \$

× 80%

=

This amount is required to be paid by cheque to SnackPack Reusables

Total monies collected: \$

× 20%

=

and **THIS** is **YOUR PROFIT**

8. The committee contact person should mail:
 - * **ALL** the classroom envelopes;
 - * the cheque payable to SnackPack Reusables;
 - * and the mailing address that we will mail the completed order to.

To: **SnackPack Reusables**
240 Sunmount Place S.E.
Calgary AB T2X1Y2

9. SnackPack Reusables will fill your order and mail it **FREE OF CHARGE**. Delivery time is 3 weeks from receipt of order and payment.

Contact us any time with questions or requests: 403 554 6143