



WEST
fundraising

6 Easy Steps: Fundraising Leader's Checklist

Step 1: Go to our website at www.fundraiser4you.com. Click on the sign-up button and fill out the online form and submit the form.

Don't forget to ask us about free samples for your new group!

Step 2: Complete the cover letter that will be emailed to you. Fill it out and email it back.

Pass out the order forms to your group.

Step 3: When fundraiser is finished, collect order forms and money. Make sure the order forms have the seller's name and phone number on them.

Sort the order forms alphabetically by last name to get ready for the delivery.

Step 4: Enter the orders online by pressing the "here" button that was emailed to you.

Double check the orders entered to make sure they were entered correctly. Press the submit button to submit your order.

Step 5: Please confirm your delivery time and location with your volunteers. This additional help ensures a smoother delivery!

Step 6: Delivery day - Bring your alphabetized order forms and payment ready to give to our delivery driver.

If possible, please have carts ready for a quick delivery. Have tables set up ready to put the prepacked boxes on.

Distribute the orders. Remember you have 2-3 hours before the product needs to be put into a freezer. Relax...it's over!!

BB West Fundraising

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www.fundraiser4you.com