

Participant/Volunteer Instructions

1

Prepare

- Identify at least 20-25 potential customers/supporters. Consider family, friends, co-worker's, small businesses and neighborhood stores.
- Make sure you have all materials.
- Determine your personal sales goal.
- Familiarize yourself with ShopForFundraising.com, the product catalog, ordering process and the organization's fundraising goal and objective.
- Decide whether you will offer the capability to consolidate orders for shipping and distribution purposes. (i.e. Consolidate all your co-worker's orders and ship to your office under your attention.)

2

Sell

- Approach each potential customer or supporter.
- Encourage them to purchase as much as possible understanding that your organization will benefit to the tune of between 12% - 20% of the order value while the prices are competitive to national retail stores.
- Please don't hesitate to contact your Fundraising Coach or call Shop For Fundraising at 888-306-7467 with any product related questions.
- Inform your customers when they can expect to receive products. Please refer to the Fundraising Profile for specifics.
- Be safe. Children should always be accompanied by a parent or other adult if they are selling door to door.

3

Follow-Up

- If your customer indicated interest but didn't complete the order form or provide payment, please follow-up with them to receive all order forms prior to the end date of the fundraiser.
- Encourage them to support not only the organization's goal but your personal sales goal.

4

Collect and Submit Orders

- Insure your Participant Code is used when you supporters order online or is clearly marked on all manual orders
- Insure tax, freight and handling charges are calculated correctly where applicable. (Please see the Fundraising Profile sheet for specifics.)
- Forward all order forms and payments to your Fundraising Coach by the date specified.
- Please thank all your customers.