

6 Easy Steps: Fundraising Leader's Checklist



STEP 1: Sign up

Contact us to set up your specific fundraiser dates and request free samples for your new group. We will get your customized order forms printed & mailed right out to you!

STEP 2: Pass Out Forms

Pass out the order forms with excitement to your group members and be sure to communicate both group and individual goals. Fundraisers typically last two weeks.

Encourage participants to taste your freshly-baked, free samples. It's a lot easier to sell something you are excited about! Be sure parents know for only \$7.00 they can purchase several samples to bake and bring along with order forms to work. They will be a huge hit with morning coffee and people will order 2 – 3 times more than without having a sample!

STEP 3: Collect Forms

When done selling, collect order forms and money. Make sure the order forms have the seller's name and phone number on them. If you have a large group, it will help at the delivery if the forms are sorted alphabetically, by grade or by teacher's last name.

STEP 4: Tally Orders

Tabulate totals by flavor and deposit money into your bank account. Feel free to use our Butter Braid Order Calculator spreadsheet. You can get a copy of the calculator at www.ritebitefundraising.com. It's a great tool and will help you keep an accurate count of any late or changed orders, as well as money paid/owed, etc.

STEP 5: Ordering

Phone in your group's totals, email us the completed Butter Braid Order Calculator, or place order online at www.ritebitefundraising.com. We'll create an invoice and e-mail it to you so you can verify your totals and prepare your check prior to delivery. If you have late orders, you are able to add those on up through the day before your delivery!

At this time you will want to confirm delivery details and ask any remaining questions you may have. Be sure to keep order forms as we will use them to do the order separation at delivery.

STEP 6: Delivery

Delivery day - this is the part our customers love! Just bring your order forms and have one check payable to Rite Bite Fundraising ready to give to our delivery staff. We'll bring everything else!

Please refer to the Distribution sheet in your package for volunteer suggestion and delivery setup. We will assist you in the assembly line process and you'll be done before you know it. If there are any problems, we'll be there to fix it for you, right then and there. That's all there is to it!

