



TIPS FOR AN AMAZING FUNDRAISER!



1. SET SPECIFIC GOALS. Make goals for your total sale as well as for individual sales and figure out ways to achieve them!

2. SET A CONCISE TIMELINE FOR THE SALE.

Communicate the dates of your sale to all those involved in selling as well as to your customers. Make sure your customers know when they can expect their coffee to be ready for pick up or delivery. Remember, Stone Creek Coffee requires a 2 week order fulfillment period for fundraisers.

3. RECRUIT VOLUNTEERS FOR YOUR FUNDRAISER. You will need extra hands to total your individual sales before you submit your Master Order Form, as well as volunteers to help sort and pass out the coffee order.

4. GET THE WORD OUT ABOUT YOUR FUNDRAISER! Utilize the Stone Creek Coffee fundraiser promotional posters, parent letters and bulletin inserts. Contact your supporters through newsletters, school newspapers, in the group meeting areas.

5. PLACE YOUR MASTER ORDER. Once you have collected and tallied the individual orders, submit your Master Order through email, phone or fax. Keep a copy on file of your Master Order to refer back to. Call 414-270-1008 x205, fax 414-273-1251 or email fundraising@stonecreekcoffee.com.

6. CONFIRM AND PREPARE FOR ORDER DELIVERY. Communicate to your volunteers and group members the delivery date. When your Stone Creek Coffee order is delivered, be sure to check you Master Order Form against the order invoice to make sure everything is correct. If there is something wrong with your order please contact your Stone Creek Coffee Fundraising Coordinator at 414-270-1008 x205.

7. SIP SLOWLY! After your sale is complete, relax at a job well done with some AMAZING coffee!

