

SIGN UP FORM

LET'S GET STARTED!

Mail or e-mail this sign-up sheet to Stone Creek Coffee. Contact us if you have any questions...we're here to help!

GROUP NAME: _____

GROUP LEADER: _____

GROUP PHONE: _____ # OF PARTICIPANTS: _____

E-MAIL: _____

DELIVERY ADDRESS: _____

START DATE: _____

END DATE: _____

DATE TO SUBMIT MASTER ORDER FORM: _____

I WANT TO CREATE A CUSTOM LABEL

CONTACT US

ADDRESS

422 N. 5th St, Milwaukee, WI 53203

WEB

stonecreekcoffee.com/fundraising

PHONE

(414) 270-1008

E-MAIL

fundraising@stonecreekcoffee.com

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SOMETHING IS BREWING

FUNDRAISING 101

We'll help find your formula



WHY STONE CREEK COFFEE?

Our fundraising program includes our most popular products to appeal to a wide range of customers. Stone Creek Coffee offers your group special pricing so you can earn a profit of \$6 per coffee and \$3 per tea or hot chocolate!

Strengthen your organization — ultimately the entire community — with a Stone Creek Coffee fundraiser.

YOUR STEP BY STEP GUIDE TO FUNDRAISING

1. **FIND YOUR PROJECT.** Are you looking to go on a trip, start a new construction venture, or provide a charitable donation? Your first step should be determining for what – or for whom – you're looking to raise money.
2. **CHOOSE YOUR TIME LINE:** After you select your project, determine how long you'd like your group members to be selling at large. You'll want to end your sales two weeks before you're looking to receive your coffee.
3. **GATHER YOUR SELLERS:** If possible, find a time when you can meet with all of your group members in person. This is a great opportunity to gauge interest in the fundraiser, and get your sellers information on the products you will be selling.
4. **DROP US A LINE:** Give us a call at 414.270.1008 or email us at fundraising@stonecreekcoffee.com to get the ball rolling. We can answer any initial questions you may have or send you materials you need to get started.
5. **DISTRIBUTE YOUR SELL SHEETS:** Give each of your group members a sell sheet on which they can take orders for coffee, tea, and hot chocolate. Each seller can take multiple orders on this sheet to keep track of his or her sales.
6. **SELL AWAY:** Now is your group's time to shine; each member will go into the world and take orders from family, friends, classmates, or coworkers.
7. **SIT TIGHT:** Wait patiently while your sellers work their magic. Feel free to reach out to us with anything that may come up during your sale. We'll check in periodically to ensure that your fundraiser is going smoothly.
8. **TALLY YOUR SALES:** After the end of your sell period, collect each sell sheet from your group members. Tally the total sales of your group on our Master Order Form.
9. **SUBMIT YOUR ORDER:** Submit your total order to us by email, mail, or over the phone. Shortly after, you will receive an invoice with your order total. Feel free to pay in advance with Visa, MasterCard, check, or cash payment. All payment is due upon or prior to receipt of your order.
10. **RECEIVE YOUR ORDER:** To ensure that your coffee is roasted to perfection, we require a two week fulfillment period on all fundraisers. We offer free delivery on all orders over 20 lbs on Wednesdays; otherwise, we can work with you to pick up your order at the Stone Creek Factory or ship via UPS.
11. **HAND OUT TO YOUR SELLERS:** Organize a time for each of your sellers to pick up their orders of coffee, tea, and hot chocolate. They will ensure each order is delivered to their respective buyers.
12. **CELEBRATE:** Take a moment to enjoy your success and sip slowly on a cup of Stone Creek coffee.



TIPS FROM THE PROS

- **INCENTIVIZE YOUR SELLERS.** Get your sellers excited about selling coffee. We can help you share information about the background, sourcing, and flavor of each coffee available. Your sellers can use this information to inform their sales and drum up excitement around the fundraiser.
- **SET GOALS.** Are you looking to raise a certain amount, or sell a certain quantity? Setting tangible (and achievable) goals that your sellers can aspire to meet. Want to push things even further? Offer small prizes for reaching sales milestones.
- **CUSTOMIZE YOUR LABEL.** Want a coffee all your own? We can help create a custom coffee label unique to your group.
- **FIND ONE VOICE.** Fundraisers run most smoothly when there's a distinct group leader. Appoint one member of your organization to be the resource on fundraising. We will work directly with him or her each step of the way.
- **SCHEDULE AROUND HOLIDAYS.** When held around holidays, fundraisers tend to garner the highest sales. Your customer base will be more motivated to buy, and your sellers will have time to distribute coffee to extended family members and friends from out of town.
- **ADVERTISE!** Visibility is key. Create, or have your sellers create, signs or advertisements promoting the coming sale. This is an opportunity to foster creativity/increase awareness around your sale.