



6 Easy Steps: Fundraising Leader's Checklist

Step 1:



- Contact our friendly staff to set up your specific fundraiser dates. We will get your customized order forms printed & mailed right out to you.
- Don't forget to ask us about free samples for your new group!

Step 2:



- Pass out the order forms to your group & let them taste the fresh-baked, free samples. Be excited & set the expectation for a successful fundraiser. Your enthusiasm as their leader is contagious and *will* make a huge difference!
- Be sure to set goals with the sellers, either as a group or individually. Encourage friendly seller / team competition & reward everyone that participates.
- Promote parent involvement by suggesting that they take a baked sample and order forms to work. We'll help your group by offering parents Butter Braids for sampling for only \$8.00 each. They'll be a huge hit at work with morning coffee and people will order 2 – 3 times more than just buying off the order form!

Step 3:



- 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 class or by teacher's last name.

Step 4:



- Tabulate totals by flavor and deposit money into your bank account. Feel free to use our Butter Braid Order Calculator spreadsheet. It's a great tool and will help you keep an accurate count of any late or change orders, as well as money paid / owed, etc.

Step 5:



- Phone in your order to us at (918) 740-4156. If you'd rather, feel free to e-mail us your totals or the Order Calculator to John@okfundraisers.com. We'll immediately create an invoice and e-mail it to you so you can prepare your check prior to delivery. Be sure to keep your order forms, we'll use them to do the order separation at the delivery.
- Confirm your delivery time/location/volunteers. Ask questions about delivery.

Step 6:



- Delivery day - this is the part our customers love! Just bring your order forms and have payment ready to give to our delivery driver. We'll bring boxes, bags, rubber bands, markers, etc.
- Feel free to have a few volunteers ready to help, if necessary.
- If possible, a table is always helpful for the order separation. We will assist you in the assembly line process & you'll be done before you know it. If there are any problems, we'll be there to fix it for you, right there and then. That's all there is to it – *the easiest fundraiser you'll ever do!*

Butter Braid – Painless & Profitable Fundraising!