

# FUNDRAISER CHAIRPERSONS

## Sale procedures

- Obtain all information from the company we will be working with e.g. item costs, profit...
- All new band fundraisers must be screened by Band Patron Board Vice President (VP) and approval obtained.
- Plan begin and end dates for the sale and a delivery date.
- Notify band VP of sale dates: these should not overlap with other sales..
- Prepare order sheet and letter. Letter should explain the sale; contain the dates of the sale. Letter should also state that NO CASH is accepted and payment must be made in one check. This means that each band member selling must pay for the sale up front or collect money at time of order and send in the order with one check.
- We cannot hold checks for a future date. If cash payments are made they will be returned to the seller.
- Make enough copies for all band members and drop off in band room, prior to sale start date.
- Checks must be given to the treasurer 2 weeks before the delivery date.
- Arrange through the district to obtain the cafeteria or other location for delivery.
- Itemized sheets must be prepared with each seller's name, amount sold, and profit for each student. These sheets are given to the treasurer.
- Contact band VP with questions, concerns , support.