Before you start the fundraiser

- Review the chairperson sponsor guide.
- If your school is having a custom tumbler made for this fundraiser, four weeks prior to the start of the fundraiser, please send high resolution image files of your school logo/mascot and any text you would like on the customized tumbler. Acceptable file types are .eps, .svg, or .pdf. If you only have a jpg file, there may be a $30 charge to convert it to a vector file.
- Put the UPS label in a place you will remember, so at the end of the fundraiser, you can use it to mail back the top copies of the order forms (keep the middle & bottom copies for your records).
- Count to make sure you have enough fundraising packets for each student/group member (these packets are normally delivered to you a week prior to your start date).
- Organize fundraising packets by homeroom teacher or group leader and have ready to pass out the day of the fundraiser kick-off.
- Compile an email and phone list for each family so you can reach out to them with important notes about the fundraiser.
- Secure an area at the school where you can receive product delivery at the end of the fundraiser. Products will be delivered in boxes/bags prepackaged by student with a label identifying the student by name.

During the fundraiser

- Remind students/group members daily or as frequently as you can about the fundraiser and any prize incentives being used to motivate participation. (Announcement scripts for the principal to use during morning and afternoon announcements are provided for you and included in this sponsor guide.)
- Post to social media sites like Facebook & Twitter regularly so families stay engaged.
- If you choose to have multiple money collection days, make sure everyone knows in advance and has reminders as to when and where to turn in money.
- Several times throughout the fundraiser, check in and ask group members how many items they have sold so far, reminding them why it is important to help and what incentives they will receive for helping.
- Emphasize “Teamwork means everyone helps!”

Wrapping up the fundraiser

- Send out reminders so everyone turns money and order forms in on time
- Once you receive money and order forms, double check and make sure each member clearly wrote his/her name in PRINT on both the order form and money collection envelope
- Check to make sure all orders match the money that was turned in to you or your volunteers (for any orders that don't match, you will need to contact the group member or his/her parent and make any necessary corrections to the order form)
- Give yourself a few extra days after the fundraiser before mailing the top copies of the order forms, as it is likely some members will turn in orders and money late.
- Deposit ALL money into your group's bank account.
- Wait to send in money until you receive the invoice. At that time, follow the instructions on the invoice for payment.

Preparing for order delivery

- Tritan Tumbler products deliver normally within 3 to 4 weeks from when we receive your order forms and will be delivered to the group's shipping address for you to distribute to group members, who in turn will deliver to their customers.
- Once we know when your orders will deliver, send a note home, informing everyone when and where to pick up orders.
- Send out order delivery notes a week prior to the delivery date and then the week of delivery.
- Emphasize that orders "MUST BE PICKED UP" the day of delivery.
- The day of delivery: send out emails and mass text messages to everyone so they have another reminder that the orders must be picked up by a certain time.

How you receive your profits

- Profit from catalog orders: as soon as you collect money and deposit the money into your group bank account, you will have the 40% profit.
- When you receive King Fundraising's invoice for the tumblers, then you will simply pay King Fundraising their portion (60%) plus shipping and taxes (to have taxes removed from the invoice, please provide a state-issued tax exemption certificate).
- Profit from online orders: a profit check(s) will be mailed to you approximately 30 days after the fundraiser ends, as online orders are processed through a credit card company. You may receive a second profit check 60 days after the end of the fundraiser depending on when orders were placed online.

Getting ready for prize day

- Once orders have been tallied and reports provided, King Fundraising will send you a list of which group members qualify for which prize incentives.
- If your school is using an event prize such as a magic show, BMX bike show, limo to lunch, etc, before your event day, you will need to provide King Fundraising 3 date options, usually on a Tuesday, Wednesday or Thursday away from the last day before dismissing for a holiday so we can schedule your event prize.
- If your school has not chosen an event prize, we encourage you to schedule a day for the prizes you are providing as incentives for the students. Examples of these types of prizes would be: dress down days, jeans day, silly string the principal day, etc.