

5 EASY STEPS TO A SUCCESSFUL FUNDRAISER

STEP 1



Pass out order forms to your group.

Motivate your group with prizes or incentives and set your goal high!

You can print the order forms from our website:

www.abchug.com

STEP 2



Collect order forms and money on the due date.

Organize your order forms by last name.

Make sure the order forms have the person's name and phone number.

Total for each flavor at the bottom of each order form.

STEP 3



Tabulate the totals by flavor using the spreadsheet online found at:

www.abchug.com

Email the spreadsheet back.

Deposit the funds that were collected into your group's account. Your group keeps 40% of the money.

Send a check to ABC HUG for 60% of your sale to the address below.

STEP 4

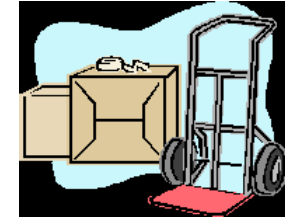


After ABC HUG has received your check and order, we will set up a delivery date and time.

Delivery is usually 2 weeks after we receive your payment.

If you don't meet your minimum order amount for free delivery, you can either pick up your order in Denver for free, or pay a shipping charge.

STEP 5



At delivery, have your order forms, volunteers and a few long tables set up.

You and your rep will check that all of your products are delivered.

Using the order forms, put each order in a box and label with the seller's name.

Have a plan for sellers who don't pick up on delivery day.