

For the Sponsor

Kicking Off A Fundraiser



Fundraiser Checklist

Thank you for choosing DMI Fundraising as your supplier this season. Enclosed you will find the materials for your group members to start the sale!

Ensure your fundraiser is a success by following these simple steps

- 1) Distribute the sales packet to each seller!** Have each participant write his or her name, and begin selling right away!
- 2) Check-in daily** with participants to track sales progress.
- 3) As the sale end date nears, remind sellers** to double check their orders, and get everything in by the end date!
- 4) When the sale ends, make sure sellers turn in all three parts of the order form.** If not all parts are returned, DMI will make the necessary copies. Also make sure every order form has a name at the top and total item sales match the payment turned in.
- 5) Group & label the order forms.** Consider how you would like the orders delivered to you, sorted by class, grade, or homeroom? Whatever grouping you use, DMI will deliver the orders grouped in the same way.

6) When your orders are ready, contact DMI to arrange for free pick up or shipping. You can scan and email the forms to us for faster delivery too!

Upon receipt of your forms, DMI will enter the orders and report back the sales results. Your DMI Representative will also present you with a profit report and invoice. Please allow an average of 3-4 weeks for orders to be packed and shipped and payment is due upon shipping or delivery of products.

7) Please scan and email late orders to greg@calldmi.com

DMI will make every effort to include late orders in the group or class to which they belong. If that is not possible, a new group called "late orders" will be created.

FAQS

How are orders packed? DMI picks the items, bar code scans each one for accuracy, and then packs them for each seller. Bags are used for smaller orders and individual boxes for larger orders. The original order form is placed with the order to be returned to the seller. Orders are then grouped by class.

What if an item is broken or missing?

Allow for a week to pass to see if there are any issues. If there are items broken or missing, just call or email our office and report any problems. Call or email to 219-464-9956 or greg@calldmi.com

DMI

Fundraising.com

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