

PreSale Info Sheet

TOM EVANS FUNDRAISING

722 Spirit of St Louis Blvd.
Chesterfield MO 63005
636-532-1902—800-637-3828—Fax #636-532-5970

“BROCHURE PACKETS” Each packet contains brochure(s), parent letter, order form, pre-pay collection envelope (if this is a pre-pay sale). Extra packets will be available in the office for those needing additional brochure(s) or order form(s). Please deliver the packets to the classrooms the day before or the morning of the kick-off.

“KICK-OFF” (If your school is having an assembly kickoff) All students, teachers, and organizers will need to attend the assembly. The clown or magician will perform for approximately 20-30 minutes showing the products and prizes.

Before your “KICK-OFF” the following must be done:

- **CONFIRM ASSEMBLY TIME(S) AND DATES** – Please check all your dates and times with the Principal. If anything needs to be changed, contact our office immediately.
- **PARENT LETTER** – This letter needs to be approved by the sponsor and you will need to call, fax our office, or email Donna at customerservice@mrfundraising.com a.s.a.p. with your approval or changes so we will have plenty of time to get your letters printed and packets put together and ready for your kick-off.
- **CLASS LIST** – Please fax or email (636-532-5970 – customerservice@mrfundraising.com) a list of the teachers and grades they teach.
- **A PRESALE FLYER** (sample below) can be sent out before the brochures are delivered. This announces the sale to parents.
- **ENROLLMENT** – Please check to make sure that your enrollment is the same as what we have listed on your agreement. Be sure this also includes staff and office personnel.
- **Internet Ordering** - www.mrfundraising.com/sellers
Easy to do and you make the same profits from your online sales as with your regular orders - Great for friends and family far away. See information sheet for your School ID (also on parent letters). *Students will receive prize credit for their online orders.*

ALL SCHOOL FALL FUNDRAISER SALE!!

Top of The Line Products!

THEME ORIENTED Wrapping paper and gift items

GIFT WRAPPING NECESSITIES Wrap, bags, bows, tissue, cards

CHOCOLATES We offer a delicious variety of chocolates

KITCHEN ESSENTIALS & GADGETS A must for every household

MAGAZINES A large selection

BAKING MIXES Delicious and convenient

ST LOUIS TEAM PENNANTS, KEY CHAINS, WINDOW CLINGS, AND MUGS Rams, Cardinals, Blues



ALL PRODUCTS CARRY A 100% SATISFACTION GUARANTEE!

VALUE!

Products are priced starting at \$5.00

Prepay sale

All \$\$ must be turned in with your orders.

SALE INFORMATION:

SALE STARTS:

SALE ENDS:

ANY QUESTIONS?

CONTACT:

TOM EVANS FUNDRAISING

636-532-1902 or 800-637-3828

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IDEAS!

****PROMOTE YOUR SALE****

** Don't forget to use your school's PA system to promote your sale. Three short announcements during the sale will benefit your school, along with other ideas to encourage and motivate your sellers and customers:

1. After two or three days, talk about some kids who are doing a great job.
2. Mid way report more good news.
3. Two days before the sale ends, announce "Orders and money are due on _____".

Encourage competition between classrooms in each grade level.

Make businesses in the area aware of your sale and your goals (computers, sports equipment, playgrounds, etc).

