

Turn In Info Sheet

TOM EVANS FUNDRAISING

"Helping Schools, Clubs, and Organizations Raise Money since 1969"

722 Spirit of St Louis Blvd.

Chesterfield MO 63005

REMINDER NOTE" Please send out a reminder note (2 samples enclosed) the day before the orders are due to be turned in.

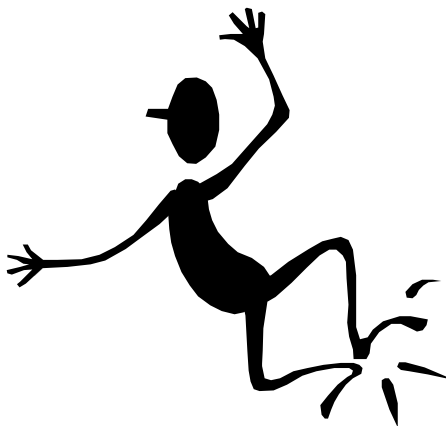
"COLLECT ORDERS" Be sure that the student's name, teacher, and grade are on the order forms and the student keeps a copy, chairperson keeps a copy. Turn in only the top - WHITE - copy to Tom Evans Fundraising.

"PRE PAY SALE" If this is a prepay sale - keep the money enclosed and write on the order form the AMOUNT OF MONEY TURNED IN (circle it) this way we will key the amount of money turned in with the order. You will receive a variance report. This is helpful because many times the students tally the order forms incorrectly or perhaps just write down the wrong \$ amount for an item.

IT IS NOT NECESSARY FOR YOU TO TALLY THE ORDER FORMS - WE WILL NOTE IN RED INK ON THE FORMS IF THERE IS AN ERROR. This is a help for the parents to see where they made a mistake.

Please group the orders by classroom (put back in the teachers' envelopes) or bundled according to how your sale is to be delivered (IE: ABC order, class order).

Just give us a call a couple of days after your initial turn-in and we will pick up the orders from school. Call or fax Tom Evans with any late orders (we will accept all late orders - don't turn anyone away). Be sure the school is noted on the late order.



Dear Parents and Students:

Thank you for your support in our fundraiser.

All orders are due on _____.

It is important to turn all orders and money in on time since Tom Evans Fundraising must process all orders and compile the totals for the entire school.

Please return the top 2 copies of the order form with your money.

Be sure the student's and teacher's name are on the order forms.

Keep bottom copy for your records.

***THANK YOU
FOR YOUR SUPPORT!***

**Any questions please call!!
(636-532-1902 or 800-637-3828)**

Dear Parents and Students:

Thank you for your support in our fundraiser.

All orders are due on _____.

It is important to turn all orders and money in on time since Tom Evans Fundraising must process all orders and compile the totals for the entire school.

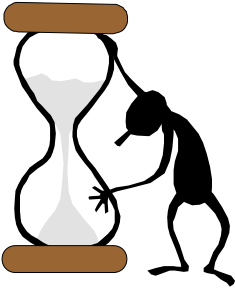
Please return the top 2 copies of the order form with your money.

Be sure the student's and teacher's name are on the order forms.

Keep bottom copy for your records.

***THANK YOU
FOR YOUR SUPPORT!***

**Any questions please call!!
(636-532-1902 or 800-637-3828)**



TIME TO “WRAP”

UP THOSE SALES!!

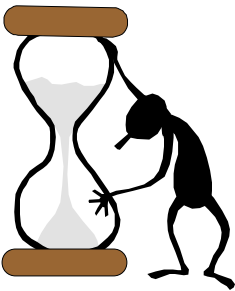
**WE APPRECIATE ANY LAST
MINUTE SALES YOU CAN MAKE!**

MAKE CHECKS PAYABLE TO:

ORDERS ARE DUE:

YOUR \$\$\$ WILL BE DUE:

**PLEASE MAKE SURE YOU HAVE
TOTALLED YOUR CHILD’S ORDER FORM
AND HAVE PRINTED THEIR NAME &
INFORMATION CLEARLY!**



TIME TO “WRAP”

UP THOSE SALES!!

**WE APPRECIATE ANY LAST
MINUTE SALES YOU CAN MAKE!**

MAKE CHECKS PAYABLE TO:

ORDERS ARE DUE:

YOUR \$\$\$ WILL BE DUE:

**PLEASE MAKE SURE YOU HAVE
TOTALLED YOUR CHILD’S ORDER FORM
AND HAVE PRINTED THEIR NAME &
INFORMATION CLEARLY!**

5

EASY STEPS TO TOTALING YOUR FUND RAISING ORDER FORMS

1. The teachers will be provided with a large envelope for their students' order forms, and a classroom list. Please have the teachers fill in their school name, teacher's name, grade and/or room number, and list each student's name that turns in an order form.
2. You will need to check the order form for the student's name, teacher's name, and/or room number. Please make sure all information is legible.
3. You will need to count the money collected and write the total amount on the order form (Ex: \$126.50) - Circle this amount. You will be provided with a "Variance Report" if applicable. This report will list the amount collected, the amount due, and the variance. Variances usually result from wrong price written down/wrong item number choose/incorrect totaling of order by student.
4. Only the top WHITE copy is to be sent to Tom Evans Fundraising, second copy is for the Fund Raising Sponsor, and the bottom copy is for the student. Turn in the order forms in the teacher envelopes provided.
5. Call Tom Evans Fundraising and we will pick up your order forms.
At that time a check is due for 50% of the total sale - check payable to Tom Evans Fundraising.

Any questions please call Tom Evans Fundraising at 636-532-1902 or 800-637-3828.