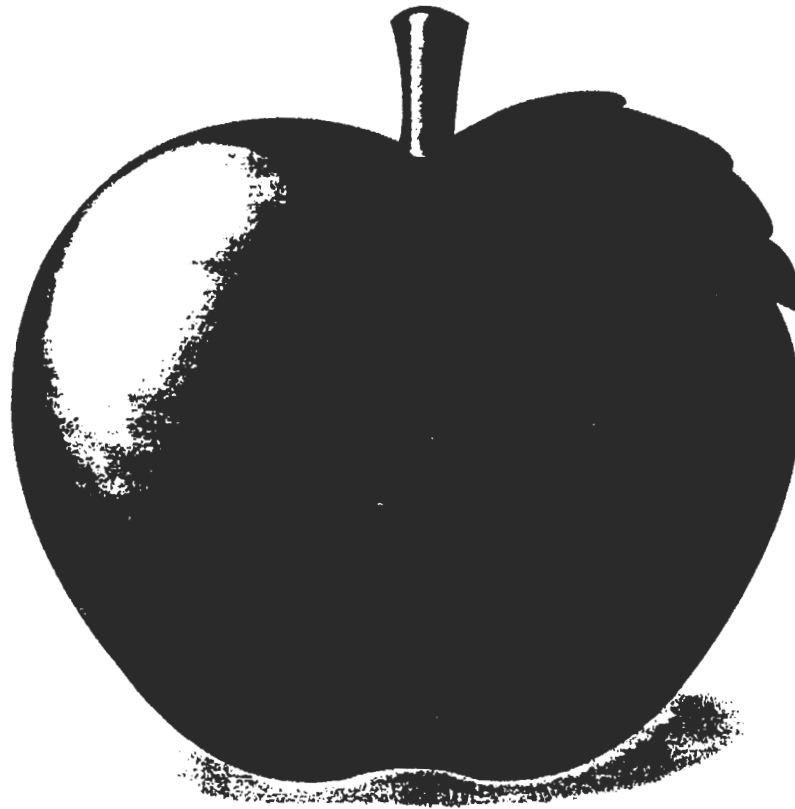


Target Fundraising

Helping Schools Help Kids !



EZ-Trak Success Pak

www.targetfundraising.com



TARGET RESOURCES FUNDRAISING

Helping Schools Help Kids!

Dear Sponsor:

Thank you for selecting Target Fundraising as your fundraising professionals for next fall. It is our goal to provide the best possible program for you and your school. We will do everything possible to provide you with the best possible service, quality products and profit to you and your organization.

In this success pack you will receive the following:

- Program Summary Form
- Information we need from you
- EZ-Trak checklist
- Essentials of Successful Fundraising
- Target Team information sheet
- Sample Parent Letter
- Pre-Sale Notice
- Mid-Sale Notice
- Delivery Notice

Please review all dates and times for accuracy and be sure that the appropriate staff at your school are informed. Also, check to see that all the information on our program summary form is accurate. Please notify us if there are any discrepancies.

Also, note the information that we need from you (see Information we need...). Parent letter information is the most important so we can collate your brochures as soon as possible. All other information is needed in August.

I will be in touch with you in August to finalize all other details which we can discuss either by phone or in person. Of course you may feel free to contact me at any time if you have questions or need anything.

We appreciate the opportunity to work with you and look forward to serving you this fall.

Sincerely,

Walter Tholl



TARGET RESOURCES FUNDRAISING

Helping Schools Help Kids!

Information We Need From You

_____ Number of Students
(for brochures, we will include 5% extra)

_____ Number of Classes
(for classroom envelopes)

_____ Location for Brochures when they are delivered
(ie. school PTA room)

_____ Location for delivery of product
(ie. cafeteria, auditorium)

_____ Will you have helpers for delivery?

Who will our contact be during the sale?

Name _____
Phone _____

Parent Letter information

Yes No Are you using Grand Prizes?
If so please notify us as soon as this information is available so that we can
we can prepare your letters and collate as soon as possible

Grand Prize Details

Grades _____

1st Prize _____

2nd Prize _____

3rd Prize _____

Yes No Are you using classroom awards?
Classroom Award Details

EZ-TRAK Checklist

PLANNING

- # of students - # of classes to target
- DATE on school calendar
- Assembly schedule AM/PM
 - ½ hour on stage – 2 tables and microphone
 - kids sitting on floor is generally best
- Teacher information letter sent out
- Pre-Sale notice – a few days before sale (sample enclosed;
this is an opportunity to educate parents concerning PTA/School needs)

KICK OFF DAY – RELAX

- Distribute brochure packets to teachers
 - a. mail box
 - b. at assembly
 - c. hand deliver
- Meet with Target representative to cover additional steps
(delivery, money collection)
- Receive classroom envelopes (provided by Target)

DURING SALE

- Marquee with sale information
(i.e. say Cheese, Annual Fundraiser, Gifts and Goodies, Wraptime, etc.)
- Daily PA announcements
- Daily drawing (optional)

ORDER TURN IN

- Collect order forms
- Check name and prize (and money on pre-pay)
- Place top 2 copies of order forms in envelopes provided – by
classroom (retain bottom copy for your records)
- Label classroom envelopes with desired information
- When ready call sales representative for pick-up:
Walter – (480)456-9992 B.J. – (602)510-9034 Lara – (602)499-6767

DELIVERY

- Location
- Method – classroom or central distribution
- Time and date confirmed with Target, school, teachers, etc.
- Helpers
- Send delivery notice 2 to 4 days before delivery (sample enclosed)
- We will place teacher's names around area for separation by class
- We will sort and stack by class

PRINTOUTS

- Students will receive their order form with their order
- School and classroom printouts (complete details)
- Collection sheets per class (post-pay)
- Drawing tickets

MONEY COLLECTION

- Collect and deposit daily
- Retain envelopes
- Write seller name and phone number along with teacher name on checks
- DO NOT re-deposit bad checks – call bank and get cashier's check

FINALIZE SALE

- Wait a few days after delivery and call our “Consider it done” customer service dept for any necessary adjustments 602-442-4866
- Pass out prizes after students pay
(pre-pay sale, prize included in student order)
- Have grand prize drawings
 1. Post-pay – 3 weeks after delivery
 2. Pre-pay – 1 week after delivery
- Meet with Target representative to adjust any credits and pay invoice 21 days after delivery (pre-pay 5 days after delivery)

NEXT YEAR

- Make notes of any changes or suggestions to serve you better
- Sign up for repeat sale bonus with Target representative

**THANKS FOR CHOOSING TARGET RESOURCES FUNDRAISING
YOUR SUCCESS IS OUR AIM!**

TARGET FUNDRAISING TEAM

Walter Tholl

Owner, President and founder of Target Resources Fundraising. Former educator established Target Resources in 1984.

Cydney Tholl

Co-owner, Treasurer and Business Manager principally deals with suppliers, payables, receivables, payroll and manages the inventory. Former teacher and mother of three.

Cindy Clouse

General Manager and is responsible for everything at the warehouse. Packing, computer processing, customer service and deliveries all fall under her supervision.

B.J. Exham

Account Executive and Operations Assistant is responsible for anything and everything. Former business manager and graduate of Arizona State University.

Lara Lieberman

Account Executive responsible for recruiting and maintaining our customer base. Has several years of experience in fundraising and is a mother of two.

Ramona Martinez

Warehouse Supervisor, has been with Target for 10 years. Oversees packing, loading and inventory. Her efforts assure accuracy and efficiency in our warehouse.



Target Resources Fundraising, Inc.

www.targetfundraising.com

2015 N. Dobson Road
Suite 4-PMB 63
Chandler, AZ 85224
480-456-9992
Fax: 480-456-9993

Success@targetfundraising.com

BUSINESS OFFICE

Walter Tholl - President
Cydney Tholl - Business Manager

Phone: (480)456-9992 Fax: (480)456-9993
Toll Free: (877)456-9992

WAREHOUSE OFFICE

Cindy Clouse - General Manager
B.J. Exham - Operations Assistant

Phone: (602)442-4866 Fax: (602)442-4899
Toll Free: (877)442-4866

SALES STAFF

Walter Tholl	(480)456-9992
B.J. Exham	(602)510-9034
Lara Lieberman	(602)499-6767

WAREHOUSE ADDRESS

27 North 57th Drive
Phoenix, AZ 85043

WHO SHOULD YOU CALL?

Prior to kick-off most questions should be directed to your sales consultant. During the sale for late orders, add on orders, or adjustments contact customer service at the warehouse. Late orders etc... are handled best by fax, mail, or phone. To finalize your sale contact your sales consultant who will pick up returns, adjust your final bill, and generally receive payment at that time.

"Helping Schools Help Kids"



FALL FUNDRAISER

OUR FUNDRAISER STARTS TODAY!

Thanks for helping raise the money to fund the many programs sponsored by _____.

Do not send money with order
Money is collected after delivery
Prizes will be given after money is collected
Make checks payable to:

ORDERS DUE

DELIVERY

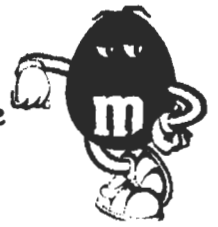
MONEY DUE*

Find your Brochures Online
on your own web page for Family, Friends and Relatives
www.targetfundraising.com

PRIZES



You will earn prizes for various levels. (see brochure)
Prizes will be selected for students who forget to choose a prize



GRAND PRIZE DRAWING

1 CHANCE FOR EVERY ___ ITEM/S SOLD

1ST

2ND

3RD

TOP SELLING CLASS

WANT TO GO TO DISNEYLAND???
DISNEYLAND VACATION DRAWING
1 chance for every 25 items sold
(statewide drawing/2 winners)



Students will need help with large orders (over 10 items)

BE SAFE
Do not allow your children to sell door to door!

Look inside for a 25% DISCOUNT CERTIFICATE
for all students and teachers to
TEACHING TOOLS





FALL FUNDRAISER

OUR FUNDRAISER STARTS TODAY!

Thanks for helping raise the money to fund the many programs sponsored by _____.

Return money and all copies of the order form in the collection envelope

Prizes will be given out at delivery

Make checks payable to:

ORDERS &
MONEY DUE

DELIVERY

Find your Brochures Online
on your own web page for Family, Friends and Relatives
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ATTENTION ALL TEACHERS !!

Our Fall Fundraiser is Coming!!

The purpose of our fundraiser is to help fund many programs and projects for our students. Thank you for your encouragement and assistance with our sale.

Our Kick off will be held: _____

Student's orders & money are due: _____

Product will be delivered on: _____

We really need your help with the following

- Distributing brochures to students on Kick-off day
-
- Reminding students of order turn in day
- Checking to see that students have their name on their returned order forms
- Remind students of money due date

THANK YOU FOR YOUR HELP !!



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Our Fall Fundraiser is Coming!!

The purpose of our fundraiser is to help fund many programs and projects for our students. Thank you for your encouragement and assistance with our sale.

Our Kick off will be held: _____

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We really need your help with the following

- **Distributing brochures to students on Kick-off day**
-
- **Reminding students of order turn in day**
- **Checking to see that students have their name on their returned order forms**
- **Remind students of money due date**

THANK YOU FOR YOUR HELP !!



Hey Parents!!

Our Annual Fall Fundraiser is coming soon!!

It will begin _____

Watch for more information to be coming home.

We appreciate your help in making our sale
successful to enable us to fund the many
programs sponsored by:



Hey Parents!!

Our Annual Fall Fundraiser is coming soon!!

It will begin _____

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We appreciate your help in making our sale
successful to enable us to fund the many
programs sponsored by:



FALL FUNDRAISER IMPORTANT DATES

Dear Parents:

Here are important dates for our sale:



Order Forms & Money are Due:



Delivery will be

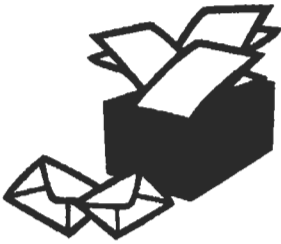
Thank you,
Fundraising Committee



FALL FUNDRAISER IMPORTANT DATES

Dear Parents:

Here are important dates for our sale:



Order Forms Due:



Money Turn in Date



Delivery will be

Thank you,
Fundraising Committee

ANNUAL FUNDRAISER DELIVERY INFORMATION



Our sale has been great and our products are arriving on: _____

Product Pick-up will be on: _____

Hours for Pick-up: _____

Location: _____

Remember students with large orders (10 or more items) will need help.

Helpful Hints:

1. Please turn money in on time
2. Your order form will be returned in your order
3. If you can't be at school for delivery ask a friend or neighbor to pick up your order
4. If you need more time to deliver, please send a check for the full amount and deliver to your customer at a later time
5. Use your original order form for product delivery to your customers

Important

Check your order right away when you get it!

Report any problems to Target Customer Service immediately

ANNUAL FUNDRAISER DELIVERY INFORMATION



Our sale has been great and our products are arriving on: _____

Product Pick-up will be on: _____

Hours for Pick-up: _____

Location: _____

Money is Due (1 wk) _____

Make checks payable to:

Remember students with large orders (10 or more items) will need help.

Helpful Hints:

1. Please turn money in on time
2. Your order form will be returned in your order
3. If you can't be at school for delivery ask a friend or neighbor to pick up your order
4. If you need more time to deliver, please send a check for the full amount and deliver to your customer at a later time
5. Prizes will be distributed after money is collected. (where applicable) use your original order form for product delivery to your customers

Important check your order right away when you get it!
Report any problems to Target Customer Service immediately



_____ School
Cookie Sale Update

Remember!!

1. Turn your money in with your order
2. Transfer your cookie order totals to your envelope
3. Keep your original order form for your records

IMPORTANT DATES

ORDER & MONEY DUE _____

COOKIE DOUGH DELIVERY DATE _____

