

Detailed instructions for the Student Council Fundraiser

Essentially, the purpose of this fundraiser is to raise money for Student Council. As you might know, prom costs a lot and so that Student Council can continue to provide all of its activities while affording the exuberant venue prices for prom, we need to have fundraisers. You, the student, get out of this fundraiser various “prizes” as specified on the flyer included (even money for the top seller), as well as the infinite praise of student council.

How to Start

Bring everything in this packet (the one that you are holding right now). On the last page, fill in the boxes labeled “Name of Seller” (last and first), “School” (LBJ HS), and “Date Due” (3/11). Under “Group,” put your email address so we can contact you in the future.

How to Sell

Let's go through an example transaction. You approach a person (could be a friend, family member, or complete stranger) and ask them if they would like to buy something on the list. At this point be sure to mention that this is supporting LASA/LBJ student council. If asked further what Student Council does, you can list these things: "Homecoming, Prom, Class T-shirts, Teacher Breakfasts, Socials, Candy Grams, teacher gifts, and various requests of school administrators." Specifically, the money for this fundraiser is supporting Prom (the venue costs more than \$10,000). Otherwise, they might wonder why everything is priced so high. Our hypothetical customer, after you explain to them the purpose of the fundraiser and introduce the items (just showing them the sheet would be sufficient for this), decides that they want to buy three "Pecan Caramel Clusters" and one "Buttery Caramel" popcorn. "Pecan Caramel Clusters" cost \$12 and "Buttery Caramel" popcorn costs \$14. Thus the total price is $3 \times 12 + 14 = \$50$. You would record this transaction like this (recording their name, method of contact, items they have purchased, and total price):

SALES ADVICE															
1. Identify yourself, your group and the reason you are fundraising.															
2. Ask friends, relatives, and neighbors if they will help you by purchasing one or more items.															
3. Please remember SAFETY. NO DOOR TO DOOR SELLING.															
CUSTOMER NAME / PHONE															
example Janet Jones (012)-345-6789		example													
Person's Name Email@example.com															

Throughout this process, make sure to remind the buyer that they won't be getting their items now, but in a couple of weeks after the fundraiser ends (if they ask for a date say tentatively around March 23rd). **However, you will be collecting their money right then.** In fact, at this point in our situation, you should ask your hypothetical buyer to pay you \$50. Make sure to confirm that they have the money before writing it down because an order can't be placed without having the money secured. This concludes our hypothetical.

Some important reminders for selling:

- Don't do anything shady (e.g. Filling out order forms for people assuming they will pay in the future)
- Be kind to the customer. Don't "force" them into buying something.
- Keep your money in one place. We recommend having a large manila envelope that you can put all money in as you go.

¹ Write in pencil, not pen

What if the customer asks if they can to make a donation? (You can prompt them to do this if they say “well I don’t really like any of the items on the list”)

Fortunately, we accept donations! Simply put the donation amount after the person’s name:

CUSTOMER NAME / PHONE	F850	F851	F853	F854	F855	F860	F865	F866	F867	F870	5102	5108	5117	5125	5132	5168	5317	5347	100-121	200-21	200-22	200-36	# OF ITEMS	AMOUNT \$ DUE	
example Janet Jones (012)-345-6789 example	1										example			1						example			1	3	\$38.00
Person's Name Email@example.com	1										3												4	\$50.00	
Person's Name (000)-000-0000 +\$10 donation																									
3																									

Note that you shouldn’t add the donation to the “amount due” column. Just include it with all the money you turn in.

How to accept Credit Card/Debit Card

If the customer says they don’t have cash, tell them they can pay with credit card/debit card (via a secure, third party source akin to PayPal). Go to “paythankyou.com.” Under organization ID enter “LBJ HS” and under the organization code enter “216711.” Select “Product Purchase.” Under the “Product description” box, type the person’s name. In the “amount due” box on your paper order form (the one we’ve been talking about thus far), write “Pd with CC.” Note that paying with credit card is just like paying with cash: they have to do it right then but won’t get their items for a couple of weeks.

Returning the Form

Before the due date of March 11th, turn in the form to Mrs. A (the theater teacher) or a student council member (who will bring it to Mrs. A). If you are returning to the theater and have never entered the theater classroom, you can do so on the right side of the theater. The door is always locked, but someone will open it if you knock at pretty much any time of the day. **It is critical that the form is returned before March 11th.** If the form isn’t returned by March 11th, it will be assumed that you aren’t selling (after all, we have no way of knowing who is selling and who isn’t). This would be a huge let down for all of the customers that have already paid you. Although this probably goes without saying, make sure to bring all of your money with you when you return the form. We will count the money to make sure it matches what the form says.

Picking up Items

A couple of weeks after forms are returned, you will receive an email informing you that your items have arrived. **It is your responsibility to hand out the items on your order sheet to your customers.** It isn’t a liability of student council to distribute your items to your customers. You will also receive a copy of your original order sheet to help you find your customers, if you don’t have their contact information saved. When the items that are ordered come in, “prizes” will come in as well. You should already be able to tell if you will be receiving any of the prizes from the amount of items you have sold (except for the “number one seller” prize). You will receive more and more desperate and angry emails for a couple of weeks after items have arrived until you pick up your items.

Conclusion

This is a complicated process, but it is critical in ensuring student council can provide quality events for the student body. You are doing us a huge favor in helping out in this fundraiser, and for that we are sincerely grateful. If you have any questions, feel free to email the student council sponsor (Mrs. A) at melissa.driscoll@austinisd.org or the student council senior president (Sofia Moore) at smoore735@gmail.com.