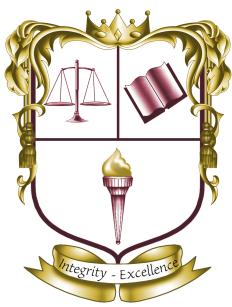




# Christian Collection

## Fundraising Success Guide



**Your Pathway to  
a Successful  
Fundraiser**

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# Introduction

Thank you for choosing Signature Fundraising/Abundant Funds Ministries to help meet your goals for fundraising. We are pleased to present to you a total service program and look forward to a smooth and successful fundraiser. As with any well-oiled machine, there are instructions that are necessary to make that machine run efficiently. This Success Guide contains everything you need to know to make our customer service program a worthy tool in helping Signature Fundraising/Abundant Funds Ministries serve your School/Organization. We understand that your time is precious but please read through this guide. It is called a success guide for a reason; and that reason is to help make your fundraiser a success!

If at any time you have any questions you can always reach us:

By Phone at 1-800-645-3863

or

By E-mail at [info@abundantfunds.com](mailto:info@abundantfunds.com)



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## Before Your Sale Begins

Complete this simple checklist before your sale starts:

- 1. Confirm with your Sales Representative the sale kick-off date and delivery of your product.  
Kick Off Date: \_\_\_\_\_ Product Delivery Date: \_\_\_\_\_
- 2. Pass out 1 Large, White Teacher envelope to every classroom participating in the fundraiser. Write the teacher name on each one to make it convenient for your teachers.
- 3. Fill in and post Class Goal Charts. Class goal is 10 items per student enrolled in the class.
- 4. Fill in and post Fundraising Progress Charts. Class goal is 10 items per student enrolled in the class.
- 5. Completely fill in the Teacher's Enrollment Certification Form (page 14) and give it to your Sales Representative on the Kick-Off day. This is a required form to run the sale.
- 6. Arrange for any volunteers. Volunteers can help with the following:
  - a. Encourage students at lunch, recess, and other opportune times.
  - b. Help count money during the sale if students turn money in with their order forms.
  - c. Help with product distribution on delivery day.
- 7. Familiarize yourself with the type of money collection process for your sale. Your Sales Representative will explain which type of money collection process you are using for your sale. If you are not sure, please call us at 1-800-645-3863.
  - a. Post-Collect (or Post-Pay) - This type of money collection process is used when the customer pays for the product when they receive the product.
  - b. Pre-Collect - This type of money collection process is used when the customer pays for the product at the time the order is taken and then receives the product a certain period of time after the order is taken.
- 8. Familiarize yourself with the Campaign Software. See page 9 for details.
- 9. Compile a list of local businesses to be solicited for Business Imprint Value Package orders. A supply of these forms should be made available in the front office for customers to pick up. A copy of this form is on page 13.

## **During Your Sale**

The following step is optional.

- ◆ Keep orders updated with the online software. See page 9 for information.

## **As Your Sale Is Ending**

About 5-7 days before the close of your sale the Signature Care Team will call you to go over the following information concerning what to do to end your fundraiser.

- ◆ Collect orders from teachers in the large, white teacher envelopes.
- ◆ If utilizing a Pre-Collect money collection process, write each student's total money collected on the order form in the box marked School Use Only. Some order forms may not have a designated box for this information. In these cases, simply write the amount in the middle of the order form and circle it. Do not attempt to reconcile the order. We will do this for you and ship a detailed report to you at least one week before delivery. Our ability to check the order depends on whether the money turned in with the order form is written in the School Use Only box or in the middle of the order form.
- ◆ Make sure the student, teacher & school name are written on the order form.
- ◆ Tear off the white copies and staple together multiple order forms for a student.
- ◆ If you receive order forms that are 4 part that include a green copy you can simply discard the green copy.
- ◆ Make sure to write the total amount of money turned in on the last page.
- ◆ Place each student's white copy of the order form back in the large, white teacher envelope that was assigned to the classroom. Make sure the order forms are not folded in the large white teacher envelope and that no money collection envelopes are not included.

### **Remember**

White Copy - Goes back in Large, White Teacher Envelope for processing.

Yellow Copy - Retained by School/Organization for its records.

Pink Copy - Retained by Student/Parent for his/her records.

Green Copy - Retained by Customer (Some forms may not have a green copy.)

### **Checks:**

If utilizing a Pre-Collect money collection process, you will find it very helpful to write the student's and teacher's names on each so you can trace it if there are problems.

### **Important Note!**

In order for each student's order to be separated by classroom, all the order forms must be separated into their respective large, white teacher envelopes.

### **Important Note!**

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## After Your Sale Ends

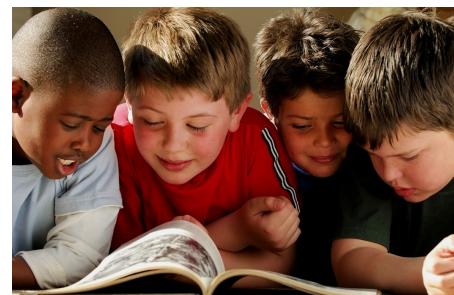
About 3-5 days before your order forms are picked up, the Signature Care Team will call you to go over the following information concerning instructions for the pick up of the order forms.

- ◆ If your representative has arranged to pick up your orders personally, please remember that your representative has a limited time in which to collect the orders from each school scheduled that day, so it is important that you have them ready in the large, white envelopes in the school office by 8am on the scheduled pick up day.
- ◆ If your representative has arranged for you to send the orders to us by another means, we will go over those instructions at this time.

  
**Important Note!** Your delivery date may be affected if you fail to turn in your orders on time on the determined date.

## Late Orders

- ◆ We will accept late orders; however, you must contact our office before you send them. Please call us at 1-800-645-3863 to tell us how many orders you have and to discuss any special instructions for sending them.
- ◆ We cannot check these Late Orders for discrepancies, so you must make sure the order matches the dollar amount turned in.
- ◆ If you have ten (10) or fewer pages, you are welcome to fax them. Please include a cover sheet with the number of pages you are sending. Our toll-free fax number is 1-800-898-7702. Always call us to verify that we have received your late orders, whether you mail them or fax them.
- ◆ If you have more than ten (10) pages, please mail them to our office.
- ◆ We do not guarantee a delivery date for Late Orders; however we strive to process them as quickly as possible.



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## **Before Product Delivery**

### **7-10 Days Before Your Product is Delivered**

About 7days before your product is delivered, the Signature Care Team will call you to go over the following delivery information.

- ◆ Product delivery date.
- ◆ 2 to 4 hour time frame within which the product will arrive.
- ◆ Total balance due
- ◆ Method of delivery

Additional details will be explained in Day of Delivery & Beyond below.

## **Day of Delivery & Beyond**

### **Method of Delivery**

On the day of delivery our Freight Delivery Representative should arrive during the time we discussed earlier.

Once at the school/organization the driver will unload and deliver the student's orders according to the agreed method. He or she will be bringing the product inside the building. Please take note of any ramped entries or wheelchair access doors that will give the delivery driver easier entrance into the building.

Each student's order includes the product ordered, the original order form(s), a packing slip with Signature Fundraising/Abundant Funds Ministries' toll free Customer Service number and a note for the customer to call us if there are any questions.

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# **Day of Delivery & Beyond (continued)**

## **Invoice Packet**

Part of your product shipment includes an Invoice Packet. This invoice packet can be found in a white box with purple writing that is labeled Thank you for choosing Signature Fundraising.

In this packet you will find the following:

- ◆ An invoice. White copy is returned to Signature Fundraising/Abundant Funds Ministries with payment. The yellow copy is kept for the School's records.
- ◆ A summary of all the students' orders separated by teacher as well as a summary of the top 10 selling students and the top 5 classrooms.
- ◆ A prepaid envelope to remit payment unless other arrangements have been made.

## **Invoice Payment Instructions**

### **Post-Collect**

Payment for product must be submitted to Signature Fundraising/Abundant Funds Ministries within 20 days of delivery. Interest will accrue on any unpaid balance after 20 days of delivery.

### **Pre-Collect**

Payment for product must be submitted to Signature Fundraising/Abundant Funds Ministries on the day of delivery. A pre-paid envelope will be provided to send payment. Interest will accrue on any unpaid balance after 20 days of delivery.

## **Distribution**

### **Post-Collect**

It is not necessary to make special notes up to send home with students. On each packing slip is the following information for the parent:

1. Amount Due
2. Check payable information
3. Money turn in date
4. Envelope on backside of packing slip

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## **Day of Delivery & Beyond (continued)**

### **Distribution (continued)**

#### **Pre-Collect**

##### **Outstanding Discrepancies and Bounced Checks**

If a student still owes money by the time of delivery because of a balance due or a bounce check, you may choose to either:

Hold the student's order until the balance is paid

-or-

Take the item(s) not paid for out of the student's box and release the rest of the order to the student with a note of explanation.

In either case, please wait until our driver has completed the delivery before you start to pull orders.

#### **Credits**

There are two reasons your School/Organization would need to return items for credit.

1. Bounced Checks
2. No payment

For any items that are personalized and the customer does not want the item, Signature Fundraising/Abundant Funds Ministries cannot give credit for the item.

If you hold back an order or part of an order because of a bounced check or non-payment, and you don't receive payment for it, then you can return these items to us and receive a credit.

You must call to make arrangements with your Sales Representative to return the items not paid for within 30 days of delivery. After 30 days, Signature Fundraising/Abundant Funds Ministries cannot allow any credits.

Keep in mind that you are receiving a credit on the invoiced amount, the amount your School/Organization was charged on the invoice.

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## **Return Policy for Your Parents**

### **Customer Returns & Refunds**

Within 30 days of delivery to the School/Organization customers may return any item for any reason for a full refund. Keep in mind that at this point the School/Organization is not losing profit on this returned item. Signature Fundraising/Abundant Funds Ministries is refunding the total out of their pocket.

An exception occurs when the customer is returning their whole order. In these rare cases the customer surrenders all incentives earned and the product is returned to the school. Signature Fundraising/Abundant Funds Ministries will not refund the customer directly for these items. Instead, Signature Fundraising/Abundant Funds Ministries will credit the invoice for the product once it is returned to the School/Organization and the School/Organization will return any money paid by the customer.

For any items that are personalized and the customer does not want the item, Signature Fundraising/Abundant Funds Ministries cannot give credit for the item.

### **Liability Policy**

If a customer has a damaged item or any problem with his/her order, he/she must call us within 15 days of delivery of product to the School/Organization. After 15 days, Signature Fundraising will not be held responsible for any problems with the order. This includes any items that are purchased as gifts and are given to friends and family past the liability period. Any and all items should be checked by the customer when they are received. The items can be replaced, but not at Signature's cost. They can be replaced at either the school's cost or the customers cost.

## **Campaign Software**

- ◆ All reports generated using the Campaign Software are unofficial reports. Signature Fundraising/Abundant Funds Ministries can supply official totals from data entry information after all orders are processed.
- ◆ Access your Campaign Software at [www.abundantfunds.com](http://www.abundantfunds.com)
- ◆ Your username is the name of the fundraising chairperson.
- ◆ Your password is the school/organization zip-code.

## **Internet Orders**

Friends and family are invited to support your school/organization by shopping online at [www.abundantfunds.com](http://www.abundantfunds.com). Your organization will receive profit from sales placed online. Profit checks are distributed 2 times a year. Please call us to find out when those checks are sent out. Please note that in order for your school/organization to receive profit from orders placed online, the customer must complete the check out process with all the correct school information. Many times schools send flyers home with students to remind their friends & family to order online to continue to support the school/organization year round.



# Quick Start Incentive Worksheet



Fundraising Goal \$ \_\_\_\_\_ Fundraising Purpose \_\_\_\_\_

## Incentive Notes

# Goal Charts

## Class Goal Chart

- Post the Class Goal Chart in each classroom.
- Prior to the Kick-Off day, complete the top of the chart and put all students in alphabetical order.
- Early Bird record keeping is easy with this chart! On the final day of the Early Bird Sale, initial the Early Bird column if the student qualifies for the award. This should be done on the final day that the Early Bird orders are turned in, or you may lose track.
- This chart should be filled out in Red and updated daily.



## Fundraising Progress Chart



- Post the Fundraising Progress Chart in a conspicuous, common area, i.e., lunch room, lobby, etc.
- Update this chart each morning, in order to motivate the students
- This chart should be filled out in Red and updated daily.

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## Where Can Students Get Christian Collection Orders?

### Orders From Churches

Church Members want:

- Scripture Text Greeting Cards
- The Gospel Message
- Quality and Value
- Specialty Items not Available in Stores
- Convenient Order and Delivery

Pastors will want to promote the program when they read the Royal Invitation card.

How to get orders from churches:

- Get the church pastor's permission.
- Arrive at church early to show the album.
- Point out the Royal Invitation as the card to send to unsaved family members and friends.
- Be nice when they order and nice when they don't order.

### Orders from Businesses

Businesses want:

- Effective Advertising
- Competitive Prices
- Quality Selection
- Custom Imprinted Cards
- Return Address on Envelopes (available on orders of 10 or more packages of the same style)
- Tax Free Purchase

How to get business orders:

- Compile a mailing list of businesses.
- Send a short letter proclaiming quality and value for business greeting cards.
- Have an adult or parent and student team visit businesses.
- Introduce yourself and your school.
- Show calendar cards and other business greeting cards in album.
- Use regular order form unless order is for 10 or more packages, then use the Business Imprint Value Package order form which should be available in your school office.

Possible types of businesses include:

- |                              |                       |                   |
|------------------------------|-----------------------|-------------------|
| • Air Conditioning Companies | • Law Firms           | • Dentists        |
| • Churches                   | • Insurance Companies | • Car Dealerships |
| • Carpet Cleaners            | • Investment Brokers  | • Banks           |
| • Realtors                   | • Doctors             | • Tax Preparers   |



# **BUSINESS IMPRINT VALUE PACKAGE**

**Up to five lines of imprint available on cards with up to three lines for return address on envelopes.**  
*Only use this form if ordering 10 or more packages of the same style cards with same imprint.*

School Name: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade/Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

All  
information in  
this section must  
be completed!

**COMPANY:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY, STATE, ZIP:** \_\_\_\_\_

**DAYPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Your information will not be used for any purpose other than to process this order.

Your information will not be used for any purpose other than to process this order.

## **IMPRINT INSTRUCTIONS**

- Print Clearly & Exactly
  - CAPITAL LETTERS ONLY
  - One Space for Each Character
  - Specify Any Titles
  - Leave a Space After Each Word & Punctuation
  - Thirty (30) Character Spaces Max Per Line

*Be sure to count periods, commas and spaces as separate characters.  
Imprint will be centered.*



**CARD IMPRINT (MAXIMUM—5 lines)**

**Do Not Extend Imprint! Cards Will Be Printed Exactly As You Print Below!**

**Start here.**



**ENVELOPE IMPRINT (MAXIMUM—3 lines printed on flap)**

**Do Not Extend Imprint! Envelopes Will Be Printed Exactly As You Print Below!**

Start here.

**CARD STYLE  
NUMBER**

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## IMPRINT CHARGES

**10 – 25 boxes: \$3.00 per box**

**Imprint prices apply for 10 or more packages of the same card style and same imprint only.**

**Customer sign here that the above information is correct.**

Price per box (Without Imprint)	\$ _____
Imprint Charge per box	+ _____
Sub total	= _____
Number of boxes	x _____
Sub total	= _____
Sales Tax (If applicable)	+ _____
<b>Grand Total</b>	= \$ _____
Up to 50% of the above price may be tax deductible. Please contact your tax advisor.	
<input type="checkbox"/> Due <input type="checkbox"/> Paid Check #_____	



## TEACHERS' ENROLLMENT CERTIFICATION FORM



School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**PLEASE FILL OUT COMPLETELY.**

<u>CLASSES/ GRADES</u>	<u>TEACHER'S FIRST AND LAST NAMES</u>	<u>CLASS ENROLLMENT</u>	<u>ORDERS SUBMITTED</u>
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>
11.			<input type="checkbox"/>
12.			<input type="checkbox"/>
13.			<input type="checkbox"/>
14.			<input type="checkbox"/>
15.			<input type="checkbox"/>
16.			<input type="checkbox"/>
17.			<input type="checkbox"/>
18.			<input type="checkbox"/>
19.			<input type="checkbox"/>
20.			<input type="checkbox"/>

Class Total _____	Enrollment Total _____	Total Classes _____	Submitting Orders _____
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### VERIFICATION BY PRINCIPAL/ADMINISTRATOR

To the best of my knowledge, the information on this form is complete and correct. I understand that orders cannot be processed without this completed form. I agree to submit this form to Signature's Abundant Funds Ministries on Kick-off Day. I understand that this form cannot be changed under any circumstances.

Principal/Administrator Signature

Principal/Administrator Print Name

Date

## Reverse Side of Student Packing Slip

Sample

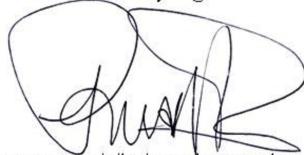
Thank you for participating in this Fundraiser.

We count it a privilege to provide you with quality products for your enjoyment.

We have personally checked your order for accuracy and quality. If, however, there is any problem with your order **please call us at 1-800-645-3863** within 72 hours of receipt of your order. We will be happy to take care of you. **Please do not contact the school/organization as we will help you directly.**

It is our desire to make this experience a pleasant one.

"You have my Signature on it."



Gracias por participar en esta venta. Es nuestro privilegio poder complacerle con productos de calidad. Hemos revisado personalmente la calidad y exactitud de su pedido. Sin embargo, si hay algún problema con su pedido **por favor llame al 1-800-645-3863** dentro de las 72 horas de que reciba su pedido. Será nuestro placer atenderle. Por favor no llame a la escuela/organización puesto que nosotros le atenderemos directamente.

Es nuestro deseo que esta sea una experiencia placentera.

"Mi firma se lo garantiza"

### **Signature Fundraising Gift Certificate**

The bearer of this Gift Certificate is entitled to \$5.00 off any purchase from our praise-winning website! Please write this number in the Gift Certificate Box on the Website when ordering:

1193

\$5 off your next internet order!!

One Gift Certificate, per order, may be redeemed only at our website:  
[www.sigfund.com](http://www.sigfund.com)

### **Returns and Refunds Policy**

Within 30 days of receipt (delivery date of product to School/Organization) of your order (including gifts), you may return any item for any reason for a full refund. Refunds will be paid via mail within 20 days of confirmation that the item has been returned to the School/Organization. In some cases it will be necessary for you to ship the items back to Signature Fundraising, Inc. Please note that you will be responsible for shipping charges. No refunds will be given after 30 days of delivery of product to the School/Organization.

We cannot exchange items only replace items that are defective or damaged.

### **Liability Policy**

If you have a damaged item or any other problem with your order it must be brought to our attention within 15 days of delivery of your product to the School/Organization. After 15 days of delivery of the products to the School/Organization, Signature Fundraising, Inc. will not be held responsible for any problems with the order. If we ship you a new item it will be shipped from our offices within 7 business days. If you do not receive the item within 10 business days of your contact with us please call us so we can trace the shipment.

**SIGNATURE FUNDRAISING , INC. &  
ABUNDANT FUNDS MINISTRIES**

Phone: 800-645-3863  
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E-mail: [info@sigfund.com](mailto:info@sigfund.com)  
E-mail: [info@abundantfunds.com](mailto:info@abundantfunds.com)

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