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"SUMMER FUN" FUNDRAISING ACTIVITY CO-ORDINATORS KIT

Dear Fundraising Co-ordinator,

Thank you for your interest in "Summer Fun" fundraising programme. We are very excited about our "Summer Fun" range and we are thrilled to have your group participating. The programme is simple to carry out and is a new, fun idea to raise lots of extra funds for your organization. This co-ordinators kit will explain all the necessary information required for you to conduct the fundraising programme successfully.

Our Swimwear is:

Manufactured from the highest quality nylon lycra
Excellently designed to incorporate fit, fashion, style, colour and coverage
Rates in the highest protective category UPF 50+ offering excellent protection
Reasonably priced
100% guaranteed

STEP BY STEP

Filling in the due date

Set a date when the order forms and money need to be returned. We need to receive all the orders from your organisation at the one time (specify no late orders – If there are late orders which cannot be sent with the bulk order, \$6.00 postage will be charged).

() tick

Attaching a note

Attach a promotional letter which includes how the activity works. Promote the activity as widely as possible and encourage everyone to show the brochure to family and friends. Please advise all your members that garments can be exchanged or refunded without additional charge. All they have to do is return the garments to you within a 2 week period with a note attached. We have included a reply paid address label for the returns. It is important to advise your members that this activity is a major fundraiser for your group with 20% commission on every sale going to the group.

() tick

Extra Order forms

A copy of the order form is included for you to photocopy if you require additional order forms.

Distribution

Distribute the catalogue.

() tick

Collecting Money

We recommend that you should collect money from the purchaser at the time of placing the order. This will avoid unnecessary chasing of outstanding amounts. People can pay by cash, cheque, money order or credit card. Cheques and money orders should be made payable to your organisation for deposit into your account. We will process all credit cards entries at our office.

When the activity is completed

Simply put the orders in a pile and all you need to do is check that the total amount of orders corresponds to the amount of money collected.

Step 1 - Add up the total payment amount from all the order forms to determine the total amount your organisation has ordered. Enter this figure on Form D.

Step 2 - Divide the orders into three piles –

Payment by cash

Payment by cheques or money order (payable to your organisation)

Payment by credit card

Add each pile separately and enter the totals on form D

Step 3 - Add these three figures and enter in Total amount received.

The total amount your organisation has ordered should equal the total payments received.

Please return form D with the orders.

tick

Banking

Deposit cash, cheques and money orders into your organisation bank account.

tick

Payment to Summer Fun

Full payment for all goods must accompany orders. Send the total amount owing and we will send you a cheque for the commission earned. Issue a cheque to Summer Fun. Use form E to determine the amount payable. Please return form E with the orders.

tick

Make a copy of all your orders

Photocopy all your orders, so you have a record. Occasionally there are problems with the post so it safe to have a copy.

tick

Returning the orders, paper work and payment

Please include all individual orders, together with Form D and E and the organisation cheque to Summer Fun. If there are any spare catalogues it would be great if you could include them as well.

Delivery

The orders will be despatched as one bulk order within 21-28 working days from receipt of order to the requested destination.

Distribution

All orders will be individually packed with the name of the purchaser clearly labelled so distribution is simple.

Exchanges

If the wrong size has been ordered we will happily exchange the garment. Exchange slips will be included in each order so that individuals may exchange items. Where an exchange is required the customer should return the garments directly to you within two weeks unworn, unwashed and with tickets attached. We have included a reply paid address label for you to return the bulk exchanges.

Refunds

As this is a fundraising activity 20% commission is paid to the organisation. If your members need to return an item for a refund goods must be returned within two weeks. Once commission on sales has been paid to the organisation we cannot give full refunds. We will only issue the amount less commission paid.

Backorders

We try to avert backorders but occasionally we do run out of some sizes and styles. If some items have not been sent to the purchaser they will receive a note in their order explaining that the missing items will be sent directly to them at a later date.

Commission

You will receive a receipt, an analysis of your sales and your commission cheque about 4-6 weeks after you receive the orders to allow for any refunds. The GST component is deducted from total sales giving net sales. Commission is paid on the net sales figure. We do not issue a Tax invoice as the organisation is not purchasing goods or services for its own use but is simply acting as an agent collecting monies on behalf of parents.

Our Guarantee

Summer Fun is committed to offering garments of the highest standard. Should anything selected from our catalogue fail to meet expectations the garment should be returned in perfect condition to us within 2 weeks for an immediate exchange or refund.

I hope this will be an easy and enjoyable fundraising activity for you and that your organisation will benefit greatly.

Looking forward to hearing from you

Kind Regards

Dorelle and Brae Lukav