

# ORGANISER'S CHECKLIST

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- Set a fundraising target** – work out how much money you want to raise and consider how many people are likely to help, as this will influence how many boxes you order. Then, use our online calculator or, for expert advice on how many boxes you should buy, call your local Cadbury Fundraiser Consultant on 1800 809 444 .
  - Set your start and finish dates** – consider other calendar events and when most people will be available to help with selling.
  - Recruit your sellers** – create excitement about the fundraiser by making it clear what you're fundraising for. Send our letter template #1 a week before you plan to start fundraising.
  - Order your products** – if you are unsure which products are best suited to your group, call 1800 809 444 and our expert consultants will share their 20+ years' experience
  - Confirm your order** – if you have a 28 day account, your consultant will call within one working day to confirm your order and discuss delivery. If paying by credit card, you can request a call from your consultant (if needed) when you place your order
  - Receive your carry boxes** – when delivered to your nominated shipping address, store them in a cool, dry place
  - Distribute boxes to your sellers** – organise and advertise a day to distribute carry boxes to your sellers and give them the Seller's Tips guide. Keep track of where boxes go on your tally sheet (template available to download on fundraising.com.au).
  - Advertise your fundraising goal and progress reports** – use the target poster as well as your website, newsletter, social media
  - Give a one-week reminder** – send out letter template #4 a week before the end of your fundraising drive
  - Collect funds raised** – as people return their funds, mark off names and how much money is returned on the tally sheet
  - Pay your Cadbury Fundraiser invoice** – if you haven't already, this is due 28 days from date of delivery
  - Celebrate your fundraising project's success** – use letter template #4 to thank everyone for their support and let everyone know how much money you raised. While you have your group's attention, let them know of other up-coming fundraising events.
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For more information and downloads to support your drive simply visit us at

[www.fundraising.com.au](http://www.fundraising.com.au)

CALL

**1800 809 444**

Free Call Australia wide except mobiles

A bright pink banner with a ribbon-like border containing the words 'GOOD LUCK' in a bold, white, sans-serif font.

**GOOD LUCK**