Date:

Dear [EMPLOYEE/MEMBER],

Thank you for volunteering to help with our Cadbury Fundraiser. It’s great to have you on board.

Now that you’ve got your box of Cadbury treats, you’re ready to start selling.

Before you head out, please write your name on the enclosed envelope and remember to keep all money you collect in this envelope. Then, follow these tips for selling your Cadbury treats, and you’ll have your goodies sold in no time.

If selling in the workplace:

* Make a sign that clearly states what you’re fundraising for
* Put the box somewhere busy – like the lunch room or reception
* Clear the money container and re-stock regularly

If selling door to door:

* Always be cheerful and polite
* Remember to tell them who you’re raising money for and why
* Show them the delicious Cadbury selection
* Tell them the price

**Things to remember**

If children want to help with selling, an adult must accompany them at all times.

Store your Cadbury products in a cool place out of direct sunlight, and never leave them in a parked car. They’ll melt faster than you can say Caramello Koala.

If you’re finding it hard to sell your box of treats, please let me know as soon as possible. We may be able to give your box to another helper.

**Thanks again**

All the money you raise will help us achieve our goal of [PROJECT NAME] for [ORG NAME]. Every little bit will help.

Good luck in selling your box of treats, and thanks again for your support.

[YOUR NAME]

[YOUR SIGNATURE]

[NAME OF ORGANISATION]