

1. DATA GATHERING - IMPORTANT INFORMATION ABOUT FUNDRAISER:

Name of Organizati	on:					
Start & End Dates:				Goal:	\$	
		T				
Why are you Raising	g Money?					
Checks Payable to:						
# of Students:		# of Teachers:			Books Per Seller:	5 or more
Who can provide us	a List of Stud	dent's Name?				
Live or Video Rally:		When & W	/here:			
	1					
Prize Program:						
Additional Prizes:						
Your Website Addre	ess:					
Resupply Person:				When 8	k Where:	
Recorder Contact In	fo:					

IMPORTANT INFO: <u>All Coupon Books Packs Must be Handed Out to Each Student</u>. Don't prejudge, some of the best sales people are not even given the chance to succeed. Remember, you don't pay for lost or missing books.

STUDENTS NAMES are needed by grade and teacher to prepare the Student Sales Log Sheets and labels for money envelopes. First name, last initial is only needed for security issues.

RECORDER will enter amount raised for each student on the log sheet and deposit money into PTA/PTO account.

RESUPPLY OPTIONS: person to give out extra coupon books and collect them, they will need 15 to 20 minutes to collect and distribute

• **RESUPPLY BEST OPTION:** Someone at school supplies extra packs – office, teacher(s), para, PTA (PTO) Table 3 to 5 times a week. This option will give you the greatest number of sales. Use this sheet to check out more books.

EXTRA COUPON BOOK CHECK OUT SHEET											
STUDENT	GRADE	TEACHER	# COUPON BOOKS	RETURNED	ENTERED						
1		3									
2		3									
3											

- **RESUPPLY GOOD OPTION:** Give 1 Coupon Book and Order form (coupon book order form sales will be sent by Integrity to the customer with free delivery)
- **RESUPPLY BETTER OPTION:** Give 5 Books with an order form sell the 5 and then use the order form for additional sales (order form sales will be sent by Integrity to the customer)



2. PREPARING & PROCESSING: Custom pre-sales letters to send home, teacher and student instructions, pre-made student packs includes a money envelope, instruction sheet, custom prize program and product in a Ziplock bag. We set up your Google Docs Student Sales Sheet at this time. Watch Pre-sale video: <u>http://PreSaleVid.integtools.com</u>







Fundraiser Ends Friday Nov 17th
Need more books to sell? Pick up at office
⇒ Why are we raising money? We need to raise money for
student activities and other needs for the school.
+0 What is our goal? \$7,500
How many do you want us to sell? We would like
each student to try and sell a minimum of 3 Coupon Books to reach our Roal.
How to pay? Cash or checks parable to Apple Creek
Can we order onliner Yes, and it
Last delivered to your Customer's house. Show the OR
code or go to
www.supportapplecreek.com
_
Class Sells 75 or more.
get a Free Pizza Party!

STUDENT PRIZES PROVIDED BY INTEGRITY



Other Ideas to Promote the Fundraiser

- 1. Personal Assistant top sellers get to be the Principal's assistant for a day.
- 2. Animal Plush Hat If 15 or more students sell 1 in classroom, the teacher wears hat for a day.
- 3. Movie Assembly hit the fundraising goal and show a movie, serve popcorn and drinks.
- 4. Student for a Day Principal becomes student for a day.
- 5. Principal is a Mime Principal is a mime for a day. Dressing the part will create more sales.
- 6. Faculty Talent Show set a goal and each teacher has to perform their talent (or lack of) for the school.

- 7. Movie for Lunch Add to Pizza Party and get to watch a movie while having lunch.
- 8. Custodian for the Day Top selling student from each classroom get to assist custodian for the day.
- 9. Principal on Roof Principal has to spend day on the roof of the school.
- 10. Activity Leader top seller in each class gets to lead an activity for entire class.
- 11. Spirit Gear top selling student in each classroom gets 1 spirit gear item.
- 12. Water Balloon Fight top 2 classrooms gets to have a water balloon fight.

ATTENTION: School Funding is at an all time low - A little bit of Effort goes a Long Way!





Every student who sells 5 books gets to Duct Tape the Principal to the wall.

Principal Taxi

Any student who sells 5 books could be chosen to get a taxi ride for the day by the principal.

Can have multiple

winners throughout fundraiser.

1P

RINCIP FOR A DAY Top Seller gets

to Greet Students, do Morning Announcements, Visit Classrooms, & have lunch with



the Principal.





Set a school-wide goal and have a Pajama Day, Crazy Dress, Super Hero, Nerd Party, Backwards Day, Anything Goes



Top 5 students gets to relay race teachers on tricycles.

Tricycle Race

3. STARTING & MOTIVATING: Free delivery of pre-made packs by classroom, sponsor box that keeps track of everything, live or video rally and launch of fundraiser through creative marketing strategies including texting, email and announcements.





Book & Store Rally for Schools: http://CBORally.integtools.com



Coupon Book Only Rally: http://CBRally.integtools.com



Rally for High School Groups: http://HSrally.integtools.com



SEND OUT SAMPLE EMAIL TO THE PARENTS

Greetings parents,

This year we are selling the Extreme Saver Coupon Book to raise money for (reason why). Our goal is (your goal) and we sure could use your help. Your student will be bringing home a pack of coupon books for your family to sell. Each coupon book saves money at local businesses and includes coupons on your phone. The cost is only \$20 per book, and we make 50% profit on each sale.

Please go over the instructions and prizes with your student and help your friends and family save money this year by selling them 1 or 2 coupon books. If you want to sell more books than you have, bring back your money envelope to the school and check out more.

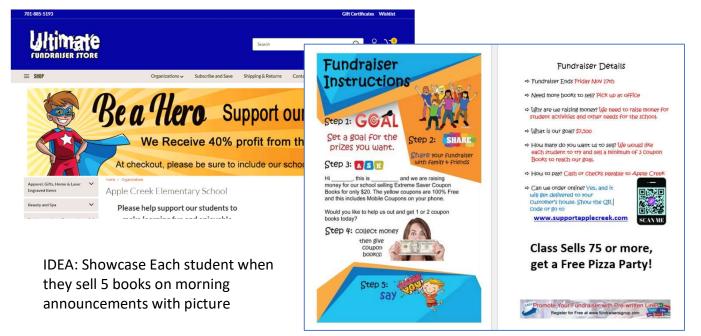
(your name)

SEND OUT SAMPLE TEXT TO THE PARENTS

Parents, we are fundraising with the Extreme Saver Coupon Book this and we need your help. Your student will bring home a pack of coupon books so please go over the info with them. Contact us with any questions.

4. SHOW & TELL:

- <u>Coupon Books</u>: show the coupon book, collect money, and hand out product.
- Catalog: show the catalog, fill out order form, collect money, deliver products when ready.
- <u>Online Store</u>: text, call and send to your custom webpage to friends who get their purchases shipped directly to them.



CB Savings Video: http://CBSavings.integtools.com Sell 10 Video: http://Sell10.integtools.com

Sell 7 Video: http://Sell7.integtools.com

Middle of Fundraiser Video: http://MidVid.integtools.com Drinkware Hydration Video: http://DrinkwareVid.integtools.com

5. RESUPPLY & RECORD: Students who need more product to sell or catalogs can get them. Collect money and sign out additional packs of coupon books or hand out additional catalogs. Record sales on Google docs for coupon books. Catalog sales can be scanned and emailed to fulfill the orders.

Resupply Extra Books – about 20% of the students will want more books to sell so we provide a way for them to get extra books. It's not rare that we have students sell over 100 books. Place student name, grade, teacher and number of books taken (give out by pack only, not single books) on this sheet. Keep in Sponsor Box.

EXTRA COUPON BOOK C	HECK	OUT SHEET			
STUDENT	GRADE	TEACHER	# COUPON BOOKS	RETURNED	ENTERED
1					
2					
3					

Turning in Unsold Books – When a student returns unsold books, take out the envelope, write in how many books were returned and place it in the Sponsor Box until you can update the Google Docs Sales Sheet. Replace the used envelopes with a new one and create another extra pack.

At the end, you don't need sort out the books, just place in boxes for pickup by Integrity Staff. Mark and take out envelope.

Turning In Money Envelopes – This is the **key for a successful fundraiser.** If you can keep track of the money envelopes and especially the returned books per student, then this will be a piece of cake.

Step 1: place the NUMBER OF BOOKS RETURNED in the space provided and make sure the student has their name on it. Place in Sponsor Box.

Please place your r	The second secon	
	Grade/Team:	Student John Smith Teacher Name Grade School
Teacher / Coach:		n Smit
Amount Enclosed: \$		-
Amount Enclosed: \$		Ĵ
Amount Enclosed: \$	FICE USE ONLY.	Ĵ

Step 2: Take out the money and record it in space provided. Put the date and initial that you received the money. Deposit into your school account. Integrity will invoice you for their share.

Step 3: Enter the information into the Google Docs. Once that is done, place a checkmark on the envelope and place in grade folder in the Sponsor Box in case it is needed in future.

Please place your mon	ENVELOP ney for sales in here and fill out completely. I. Make checks payable to: (Your Organization).	Student John s Teacher Name Grade School
Student / Athlete Name:	Grade/Team:	John S
Teacher / Coach:	L3	e Smith
Amount Enclosed: \$	_	
OFFICI	E USE ONLY.	
	Number of brochures or coupon books returned:2	

Filling Out the Google Docs Our automated Google Docs platform keeps track of all your student sales. Integrity will record online sales and your organization records the in-person sales of the coupon books.

 First Tab: total sales page that gives a quick view of total sales – use the yellow slots to fill in your deposit amounts

	Coupon Boo	k Sales - Earn	\$10 Per Bo	ok for In-pe	rson Sales		Total Profit for	Organization
School / Team	Total Sold	Amount Collected	Lost Books	Number of Sellers	School Profit	Integrity Share		Amount
All Book Sales	710	\$14,200.00	22	155	\$7,100.00	\$7,100.00	Coupon Book Profit	\$7,100.00
							Online Store Profit	\$373.16
							Total Profit	\$7,473.16
	Online St	ore Sales - Ea	rn 40% Pro	fit for Onlin	e Sales			100 March 100
School / Team	Total Sold	Total Sales Fund			School Profit	Integrity Owes School	Record Depo	osits Here
All Online Sales	56	\$932.91			\$373.16	\$373.16	DATE	AMOUNT
							3/25/2021	13
							3/29/2021	
		Te	otal Coupon Br	ook Sales (Col	lected Money)	\$7,100.00		
			Total Or	nline Sales (Or	line Ordering)	\$373.16		
				Total Ower	by Organization	\$6,726.84		
		(If it is a neg	ative number that	n Integrity Owes t	he Organization)			
	Video Instructio	ons of Log Sheet:	http://GDinstr	uctions.integto	iols.com			

- Second Tab: your online sales page no need to fill out anything here, we take care of this
- Third Tab: Gives overview of all inperson coupon books sold
- Money returned without a name place on the 3rd tab so it gets added to the totals

Total Sales	\$932.91	Student Online Sa	lles - Earn 40% Pr	ofit DO NOT EDIT	Total Price	\$1,121.14		
Total Profit	\$373.16	Total Items Sold	56		Shipping	\$29.86	Tax	\$43.49
List of Students		Jaeger Heffernan	Zander Schrank	Maddie Fontaine	Brianna Hall	Sophie Johnson	Miles Roggenkamp	Stud
Student 1								
Student 2	Total Price	\$20.00	\$447.91	\$21.10	\$202.97	\$322.84	\$106.32	\$0.
Student 3	Shipping	\$0.00	\$72.85	\$0.00	\$20.54	\$29.86	\$19.99	\$0
Student 4	Tax	\$1.50	\$27.08	\$1.10	\$8.43	\$0.00	\$6.88	\$0
Student 5	Total Fund Sales	\$18.50	\$347.98	\$20.00	\$174.00	\$292.98	\$79.45	\$0
Student 6	Profit	\$7.40	\$139.19	\$8.00	\$69.60	\$117,19	\$31.78	\$0
Student 7	# items Sold	1	25	1	8	15	6	
Student 8								
Student 9	Buyer 1	Tina Hanson	Cheryl Schrank	Carol Mattingley	Jeanne Hall	Elna Lendobeja	Deborah Howard	
Student 10	Total Price	\$21.50	134.04	21.1	37.75	108.32	40.32	
Student 11	Shipping	\$0.00	12.4	0	5.19	14.32	7.59	
Student 12	Tax	\$1.50	9.64	1.1	2.56	0	2.73	
Student 13	Total Fund Sales	\$20.00	\$112.00	\$20.00	\$30.00	\$94.00	\$30.00	\$0.
Student 14	Profit	\$8.00	\$44.80	\$8.00	\$12.00	\$37.60	\$12.00	\$0
Student 15	items Sold	1	7	1	1	4	2	
Student 16	Product	Coupon book	See note	Coupon book	Water bottle	Set of 2 drinkware,	Chocolatiers 10 pack,	

DO N	OT EDIT ANY NUMBERS	S or NAMES ON	THIS GRAPH	- they Tr	ansfer from	m the Re	om Tabs	School	Name		
Grade	Teacher	Total Sold	\$ Collected	Lost Books	Number of Sellers	Online Sales	Total w/Online	Video Instructions of Log Sheet: https://youtu.be/w		gjQoz1499g	
-1	Kendra Thom	2	\$40.00	0	1	0	2	Top Si	ellers		
-1	Marissa Geist	0	\$0.00	0	0	0	0	Top Sellers	Prize Chosen	Class	
0	Amy Sage	45	\$900.00	5	13	0	45	Jensen Reid (Sold = 40)		5, Daniel Knight	
0	Angel Soderberg	17	\$340.00	10	5	0	17				
0	Julia Hansen	28	\$560.00	32	7	0	28				
0	Makenzie Preston	44	\$880.00	10	13	1	45				
G7	Teacher 7	0	\$0.00	0	0	0	0	Do not place totals in this box - this	box is formulate	ed	
0	Nicole Levenseller	14	\$280.00	43	6	0	14		Books Sold	Amount	
1	Kathleen Pedersen	32	\$640.00	-6	12	0	32	Student Totals at School:	1305	\$26,100.00	
1	Payton Wilcox	68	\$1,360.00	16	17	0	68	School Profit:		\$13,050.00	
1	Stephany Hauschulz	49	\$980.00	8	12	0	49	Integrity Fundraisers Share:		\$13.050.00	
1	Taylor Sampson	51	\$1,020.00	17	16	0	51				
2	Brittney Tweten	92	\$1,840.00	0	15	0	92	Integrity will place numbers in this b	XOX		
		-									

No Name Sales	6	\$120.00				
Totals	1305	\$26,100.00	393	301	2	1301

• Additional Tabs – record coupon book sales by filling in yellow spaces only, each teacher will have their own page with their students

	Ms. Woinarowicz	Integr	tegrity Fundraisers Student Tracking Sheet											Integrity	Use Only
	<u>Seller's Name</u>	Starting Books		<u>Extra</u> <u>Books</u>	<u>2nd \$ In</u>	<u>Extra</u> <u>Books</u>	Last S In	<u>Total</u> <u>Taken</u>	Returned	Lost	Actual Sold	Total \$	<u>Notes</u>	Online	<u>Total</u> w/online
1	Aubree	5	\$100					5	0	0	5	\$100.00			5
2	Chevy	5	\$100	5	\$100			10	0	0	10	\$200.00		4	14
3	Daphne	5	\$20					5	4	0	1	\$20.00			1

- Place the dollar amount of what was received in first yellow column
- Enter extra books taken in 2nd column
- Enter more money turned in on the 3rd column
- Enter extra books taken on 4th column keep adding to this column as more books are taken
- Enter Money turned in on 5th column keep adding to this column as more money is turned in
- Use the notes to write in **Donated money** or any other info you need. (We don't take profit on donated money – just don't add it to the sales)

6. WRAP UP & HAND OUT PRIZES: Collect unsold books, money envelopes. About 10 days after the fundraiser is done, we will send out the prizes sorted by students and classroom to be handed out. Catalog orders will be delivered to the school to be picked up by parents and dropped off to customers. We send you an invoice minus the online sales.

Getting Coupon Books Back from The Students

We try three different flyers to try and get as many coupon books back as possible. REMEMBER: we don't charge you for lost or missing books and we should not tell the parents otherwise we will lose so much more.



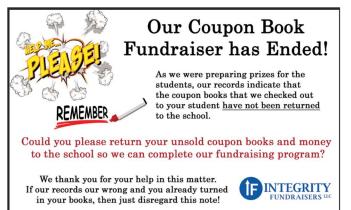
and unsold coupon books to your scho tomorrow so we can record sales and award prizes!



AFTER FUNDRAISER NOTE:

About 3 days after the "End Date", you want to go to the "LOST" or "MISSING" tab in the Google docs to get a list of students by grade and classroom that has turned in their books yet. Either make labels or hand to teachers with the list of kids.

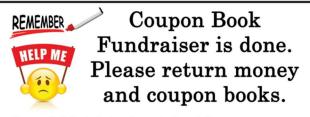
Watch video: http://AfterEndVid.integtools.com



END TOMORROW NOTE:

Send these flyers home the day before the fundraiser ends.

Watch video a few days before: <u>http://End.integtools.com</u>



Our records indicate that you have $\underline{not\ returned}$ the coupon books that we checked out to your student yet.

If our records are not right please disregard this notice but if you still have any unsold books or money please return them <u>promptly</u> to the school.

Thanks for helping to make our fundraiser a success!



THANK

YOU

FINAL FUNDRAISER NOTE:

We deliver this final note home along with the prizes to try to get more back.

Here are some Social Media Marketing Ideas:

Create a Video from the PTA or Principal talking about the fundraiser and why you are raising money. 60 seconds max.

Have some students or classrooms create a video promoting the fundraiser.

Do it rough and on your phone.



SOCIAL MEDIA AND OTHER MARKETING

TEXT MESSAGES – If you have the capability to send out text messages to all of the families then that's a good way to promote the fundraiser.

EMAIL MESSAGES – Send out pre-written emails promoting the fundraiser.

FACEBOOK SHARING – ask parents and all the other people on your Facebook page to share the fundraiser with friends and family.

FACEBOOK ADVERTISING – spend a little money and boost your fundraiser to thousands of people in your area.

FACEBOOK LIVE / VIDEOS – Do Facebook live daily to promote the fundraiser on your PTO Facebook page, and your personal one. (10 to 20 second videos)

FACEBOOK EVENT – Create an event for your PTO like an Online or In-person Fundraiser Night (We can host this up to a 100 people on zoom and give away some products from our store.)

 Great way to get families together with a night at the school – play simple games and have a contest to see how many sales the parents can get that night through texting, email or calling. Top Selling family gets a Prize

LOCAL NEWSPAPER – call the local newspaper and see if they can do a story on your PTA along with the fundraiser OR ask about some free ways to promote your fundraiser through their newspaper or platform.

OTHER SOCIAL MEDIA – promote your website through all other Social Media links including TikTok videos and SnapChat.



Facebook Advertising Ads by Integrity Fundraisers

The best way to advertise on your Facebook page is to do something daily. Here are some ads you can use for posting. Other ideas include

- Picture of Product and link to website
- Tell your followers why you are raising money show pictures with link to website
- Take pictures of students holding their fundraising product and ask for help to raise money for these students link to website
- Promote prizes that the students can earn see if people can help them out by purchasing from a student or on the website.
- Do Facebook live and explain the savings
- Facebook live the classrooms or create videos talking about the fundraiser
- Create a video on the phone and post it
- Ask your followers to share your post with their peeps

AD ONE – copy and paste into your Facebook page

How much money can you save?

Watch the video to find out how much these students got in Free products in just 1 day! <u>http://cbsavingsvid.integtools.com</u>

Please help by purchasing 1 or 2 coupon books (includes Mobile Coupons) today by going to (your Integrity website)



Note: You can copy and save pictures (save as picture) from this document to your computer and then add them to your Facebook post

AD TWO – copy and paste into your Facebook page

Helping our students and saving money!

Our (name of your organization) requests your help in raising money for our students to help with (why you are raising money).

These Extreme Saver Coupon Books can save you a lot of money throughout the year. All of the yellow coupons are 100% free with no purchase. Over \$1500 value and includes coupons on your phone.

Could you please help us raise the money we need by purchasing 1 or 2 books from our students or online at (your Integrity website)?



AD THREE – copy and paste into your Facebook page

How would you like to save hundreds of dollars this year and get FREE Products or Services from Local Businesses?

The best part is that you will support our (name of your organization) to raise money for (why you are raising money).

Please help by purchasing 1 or 2 coupon books (includes Mobile Coupons) today by going to (your Integrity website) to view the saving and have one sent directly to you.



AD FOUR – copy and paste into your Facebook page

Did you see this? <u>http://drinkwarevid.integtools</u>.com

Order here: (your Integrity website)



AD FIVE – copy and paste into your Facebook page

You can make a positive impact on students!

Helping our (name of your organization) raise money impacts every student in our school by creating an atmosphere of fun experiences through social interaction.

You can help by going to our webpage at (your Integrity website) to purchase money saving coupon books or over 350 products of unique gifts and tasty treats.



Additional School Website Ads

Here are some Ads to Put on Your school Website to advertise the entire year. Every time sales get to a \$100 from those sales, we will send you a check.

SCHOOL AD ONE



SCHOOL AD TWO

PLEASE SUPPORE OUR SEUDENES

Purchase a coupon book and our organization gets 50% Profit.



SCHOOL AD THREE

Please Help Our Students by Purchasing Any of These Awesome Products.

Coupon Books with Mobile Coupons, Personalized Drinkware, Meat Snacks, Popcorn, Bath and Body Products, Tritan Mugs, Chocolates and Subscribe & Save Packs



www.integrityfundraisers.com p: 701-402-2171 toll free: 1-888-329-5371

