



COFFEE FUNDRAISER: HOW THE PROGRAM WORKS



STEP 1...Determine Your Fundraising Goal

- ▶ Using the table below, determine the amount of coffee you need to sell. *Orders must be rounded to the nearest case. Final orders are sold in case units only, (24 bags per case).*
- ▶ Your cost = \$6.00 per bag, \$144.00 per case.
- ▶ Your team determines the selling price.
- ▶ Your team determines the length of your fundraiser.

Selling Price Per Bag of Coffee	Fundraising Goal \$1,000	Fundraising Goal \$2,500	Fundraising Goal \$5,000	Fundraising Goal \$10,000
\$10.00 (\$4.00 Profit)	11 cases	26 cases	52 cases	105 cases
\$12.00 (\$6.00 Profit)	7 cases	18 cases	35 cases	70 cases
\$15.00 (\$9.00 Profit)	5 cases	12 cases	24 cases	47 cases

STEP 2...Start Your Fundraising Campaign

- ▶ Download the Fundraising Together Coffee Order Form. Complete the information your group will need and provide copies for each person.
- ▶ You can either buy ahead or take orders and collect payment in advance. Determine who checks are written to and communicate this information to the sellers.

Note: Customer checks are NOT written to Fundraising Together.

- ▶ Provide your customers with the date their coffee will be delivered. Shipping is approx. 10 business days after your order has been placed and payment made.

STEP 3...Collect Order Forms From Your Team

- ▶ Download the Master Tally Form.
- ▶ Collect Order Forms and money from your group.
- ▶ Check all orders to make sure they are correct; then add to your tally form.

STEP 4...Place Your Order

- ▶ Place your order by calling Berry Coffee @ 952-937-8697 and ask for the Community Blend Item # 85550.
- ▶ Orders must be rounded to the nearest case. Final orders are sold in case units only, (24 bags per case).
- ▶ Payment is due at time of order. We accept Cashier's Check, Visa, MasterCard, Discover and American Express.
- ▶ Free ground shipping (continental U.S. only).

STEP 5...How To Customize Your Label and Coffee Bag

- ▶ Go to www.fundraisingtogether.com if you would like to design your own custom label and select your coffee bag color. Our graphics designer will work with you and prepare a proof for your approval.