

 **Information For The Captain** 

Thank you for volunteering to be the Captain of Relay For Life in your area! Your leadership will enable the other volunteers to be successful in achieving their fundraising goals!!

All the forms you need are available at www.fundraisingtogether.com. Download the following:

Relay For Life Coffee Fundraiser Flyer

Captain's Master Tally Form

Seller's Form

- After you download the forms, review the program with your Team using the flyer to explain the details.
- Emphasize that they will be taking orders and payment upfront; then delivering product after the order is processed.
- Instruct the sellers to have customer checks written to them, (NOT The American Cancer Society). Then they can write 1 check to you for their entire order.
- Establish a DUE DATE for all orders and money to be sent to you.
- Establish a DELIVERY DATE based on your fundraising campaign length, so your sellers can communicate this to their customers.
- Communicate where the sellers can pick up their order and when.
- Record the names of the sellers on your Captain's Master Tally Form as you provide a Seller's Form to each individual on your team.
- Emphasize that the selling price per bag of coffee is \$_____ with \$_____ amount of the proceeds going directly to support Relay For Life.
- Once the campaign is complete, have each seller deliver a photocopy of their order form along with payment to you.
- Record their Quantity Sold and Total Amount Collected on your Captain's Master Tally Form.
- Orders must be rounded to the nearest case. Final orders are sold in case units only, (24 bags per case).
- When complete, place your entire order by calling Berry Coffee at 952-937-8697 and ask for the Relay for Life Blend Item #85525
- Payment is due when the order is placed. The product will be ground shipped free (Continental U.S. only) to the address you provide. Please ensure the address is capable of receiving your quantity of coffee ordered.
- Questions? Please contact Jeff Crepeau at 952-201-4728 or email him at info@fundraisingtogether.com

Thank you for supporting Relay For Life !!
Together, we are "One Cup Closer To A Cure!"

