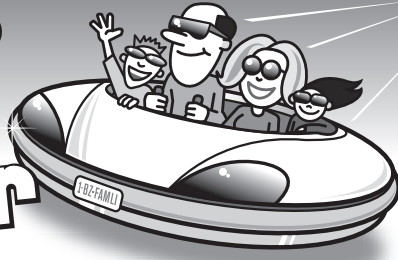


# the Ultimate Family Organizer 2012



23 Swindon Way,  
Winnipeg, Manitoba R3P 0W2  
Phone/Fax: (204) 896-3227  
E-mail: [wpgparent@shaw.ca](mailto:wpgparent@shaw.ca)

## Fundraising Chairperson's Instructions

- 1** Congratulations for choosing to raise funds with the **Ultimate Family Organizer**. It is important that your first step in starting your fundraising campaign is to call or fax your completed **Confirmation Form A** to us.
- 2** Set a 3 week selling time frame for your fundraisers. Send out a motivational letter to your population with the information about the **Ultimate Family Organizer**, it's benefits, and the start and finish dates of your campaign. You may copy any of the promotional material included in your package. Colour copy the brochure for an eye-catching poster!
- 3** Make copies of the two-sided **Sellers Form B** and distribute to your fundraisers. Cheques that you receive in exchange for orders must be made payable to your organization.
- 4** The chairperson should send out a letter of reminder two weeks into the campaign and a final notice during the last week of the campaign.
- 5** As order forms come in, keep an ongoing list of purchasers, order totals, and monies collected. Each organization will submit to us the total number of calendars sold along with \$11 per organizer: your organization keeps \$5 per organizer calendar sold. Payments must be made in advance of delivery. It is the responsibility of your organization to create a master list of purchasers for distribution of the calendars in October. **Calendars will be available at the end of September.**
- 6** Imagine the funds your organization can raise if each family purchases at least one calendar. Your campaign can achieve even greater success if you promote it as a wonderful and practical gift idea for friends and family. Parents should be encouraged to take the order for to the office also!
- 7** The final step is to submit the **Final Totals Form C** along with a cheque made payable to **The Ultimate Family Organizer** to complete the fundraising campaign and expedite delivery of the calendars to your organization.

**Any questions? Please call or fax us at (204) 896-3227**