

Fiesta Fund Raising LLC

Chairperson Guide

Your Guide to Before, During, and After
Your Sale!

Please do not hesitate to call Fiesta if you have any questions about your sale. We are there to help you!



Fund Raising, LLC
www.fiestafundraising.com

121 N. 57th Drive Phoenix, Arizona 85043
(602) 269-8799
1-800-600-9652

Before The Sale Begins...

- **Confirm delivery dates** with your principal and facility manager before Fiesta prints the parent letters.
- If you will be submitting your invoice for payment through a school district, **apply for a Purchase Order Number**. (If your group requires a Purchase Order through your district or school, Fiesta can not deliver merchandise without a Purchase Order Number.)
- Your Fiesta representative will help you **prepare the parent letter**.
- **Reserve the multi-purpose room or stage** if having a kick off assembly. Make sure teachers are aware of assembly times.
- **Get class count (teacher's name and number of students) to Fiesta at least two weeks prior to kick-off day so we can collate for you.** Fax to 602-269-1648 or email to your sales representative.
- **Reserve a room for distribution.** Make sure the space is adequate.
- **Arrange for volunteers** for collecting of order forms & money counting as well as delivery and distribution.
- **Make sure sales packets are ready to go home the day the sale starts.**
- **Put up any posters** furnished by Fiesta around the school.
- **Promote your sale!!!** Prepare announcements to be played or sent home during the sale as a reminder. Use your marquee to advertise. Keep the excitement going! Be creative! The more fun the better!

Collecting The Orders...

- **Line up volunteers to count the money.** Order forms with money begin to come back on the date listed on the parent letter. Don't be surprised if it takes several days for all of the forms and money to be returned.
- **Open each order packet and review each form.** Make sure there is a seller name and teacher name. Verify that amount of money collected is correct. **If a student has multiple order forms, be sure to keep them together.**
- **Deposit checks** as they come in. Do not wait until a week later. The earlier you deposit them, the more time the bank will have to clear the checks. Tip—write student's name and teacher on "memo line" of check.
- **Order forms:**
 - White copy of order form for Fiesta.** The white copy will be returned with the student's order.
 - Yellow copy of order form** should be kept for your records. If there is no yellow form, then make a copy to keep at the school.
 - Pink Copy of order form—For Yankee Candle sales only.** Pink copies should be kept by the student/parent for distribution. **Yankee will NOT return any order forms.**
- **If you are using two different catalogs and a student has two different order forms do not separate them—PLEASE KEEP THEM TOGETHER.**
- **Separate orders by classroom.** Be sure to use the teacher envelopes that were provided.
- **Get the order forms to Fiesta.** Your sales rep will let you know whether the order forms will be picked up or you should send them in to our office.
- **Late orders.** Fax late orders to Fiesta—602-269-1648. Be sure the name of your group is listed on the order form. ***Note for Yankee Candle late orders:** Yankee Candle late orders received after your original orders may not be delivered with your original orders and will be subject to additional shipping charges from Yankee Candle.

Delivery Day

- Send a reminder notice home with each student reminding them of the day, times, and place for delivery.
- **Line up volunteers** to assist during the distribution times.
- **Verify the distribution space.** Be sure there is adequate room for sorting.
- **Delivery:** Fiesta will deliver your products. The orders will be unloaded and stacked in alphabetical order.
- **Invoicing & Payment:** Fiesta will email an invoice a couple days before delivery. If you need it sooner, be sure to let us know. **By delivery day you must pay the salesperson or driver, or have a PO# on file.** Make checks out to Fiesta Fund Raising, LLC.
- **Problems, errors, missing or damaged items:**
For Best of the Best, Arizona Gold, or Gourmet Arizona, call 888-393-2720 or go to fiestafundraising.com and click on “contact us”. You may also contact your sales rep.

For Yankee Candle go to yankeecandlefundraising.com and click on “resources” then “claim forms”. This is the best way to handle Yankee claims. The corrections can go directly to the seller’s home.

**Please note: items reported as missing that were not processed and billed on the original invoice will be processed and billed as late orders. In the case of Yankee Candle, this means they are subject to additional taxes and shipping.

EZPay....

- **EZPay** is a convenient way for customers to pay with a credit card instead of cash or check. **EZPay orders will NOT be shipped to a person's home.** They will be shipped to the school with the rest of the seller's orders. The customer still needs to write the item ordered on the seller's order form. The customer will:

1. Go to www.fiestafundraising.com
2. Click on EZPay
3. Enter the group ID found on the parent letter
4. Fill in the information & shop
5. A code will be received when completed
6. Write the item ordered from the catalog on the seller's order form and note the code by the payment column.

To verify your groups' EZPay sales:

1. www.fiestafundraising.com
2. click on Sponsor Login
3. enter the group ID from the parent letter
4. enter the password supplied to you by your sales rep.

Yankee Web Portal....

- **Yankee Candle Chairperson Web Portal:** You will receive an email with a user name and password to Yankee's web portal. This feature will allow you to view details of your Yankee Candle sale. To access the portal:

1. Go to www.yankeecandlefundraising.com
2. Click on Chairperson login
3. Enter the user name and password from the email
4. Click "Login"

- **Yankee Online Ordering:** Sellers have the opportunity to increase sales by sending emails to friends and relatives asking them to support the sale. This option is great for customers who want to shop online and have the merchandise delivered to their home.

1. Go to www.yankeecandlefundraising.com
2. Click on Seller Login in the upper right hand corner
3. Complete "Sign up to be a seller". You will need the Yankee Candle Group Number from the parent letter.
4. Follow the instructions on the screen. (The instructions are also on the back of the catalog.)