



# Fundraising Checklist!

## 1 Start Your Sale

- Distribute an Announcement Letter to each student/seller, or attach it to each order form.
- Host a kick off presentation 1-2 days before your fundraiser begins to get students/members motivated to sell. Be sure to pass out your order forms!
- Inform teachers and other group leaders of the fundraiser sale dates, order turn in dates and delivery date.
- Spread the word! Display posters, distribute newsletters, and promote online. We've made promoting your fundraiser online even easier! Check your email, or login at [PizzaKit.com](http://PizzaKit.com) or [PizzaKit.ca](http://PizzaKit.ca) and visit the Promote Your Fundraiser page for details.

## 2 Collect Orders & Place Your Final Order

- Collect order forms and payment from each student/member on your fundraiser end date. Allow time to collect later orders also. Make sure payment is attached. Checks should be made payable to your school/organization. Little Caesars Pizza Kits cannot accept personal checks.
- Use the Tally Sheet included with your order forms to total your orders, or login at [PizzaKit.com](http://PizzaKit.com) or [PizzaKit.ca](http://PizzaKit.ca) to download it today. Make sure each payment you've collected equals the total product ordered.
- Your final order must be placed by 12noon on the final order date specified on your confirmed reservation. Final orders may be placed as follows:
  - Phone – Call us toll free at 1-888-452-5487, Monday – Friday from 8:30am to 8:00pm ET.
  - Online – Login at [PizzaKit.com](http://PizzaKit.com) or [PizzaKit.ca](http://PizzaKit.ca). You'll need your email address and password to login.
  - Fax – 1-313-221-9520
  - Note: To ensure accurate and timely delivery, later orders cannot be accepted.

## 3 Delivery Day & Payment

- 3 Days Before Delivery – Send an email or letter to remind students/sellers when the kits will arrive.
- 3 Days Before Delivery – Remind volunteers to meet you at the delivery location before your delivery time. We recommend one helper at delivery for every 100 items sold.
- Day of Delivery -
  - DRIVER'S ARRIVAL
    - Items will be delivered in a refrigerated truck on your scheduled day and time. The driver has a 30 minute window on either side of the delivery time. Kits may stay out of refrigeration for

up to 6 hours after delivery. Please see inner packaging for specific product handling instructions.

- Your order will arrive on a 100% recyclable cardboard pallet that will fit through any standard size door. Drivers can bring the pallets indoors at public building, but NOT up or down stairs.
  - You, or a representative of your group, must be available to meet the driver at your scheduled delivery time to count the order and provide payment. Our driver will count the items with you while they are on the pallet to ensure accuracy. Be sure to count with him!
  - Missing or damaged items must be noted on the driver's invoice to be replaced. Little Caesars Pizza Kits is not responsible for shortages once the invoice has been signed by you or your representative. Please call us at 1-888-452-5487 to report shortages or damaged items.
- PAYMENT
    - After counting the order, please sign the invoice and give the driver your payment. He/she can accept a School Check, Cashier's Check or Money Order only. (The driver cannot accept organization, personal or starter checks, or credit cards.) Please make payment payable to *LCPK Fundraising Program*.
  - ORGANIZE & DISTRIBUTE YOUR KITS
    - Allow at least one hour to sort and count your order before having parents arrive to pick up their kits.
    - Break down pallet by placing kits under corresponding product sign (in same order as order form)
    - Stack kits 10 high with color label facing out
    - Choice of pre-packing orders or filling orders as people pick up (pre-pack is preferred so you can find your mistakes; make good use of volunteers time and have a shorter pick up line)
    - Once order is filled, double check order with parent before they leave
    - Ask parent to sign order form/tally sheet agreeing that order is filled correctly

**Questions? Ready to schedule your next fundraiser?** We're here to help!  
Monday – Friday 8:30am- 8:00pm ET at 1-888-452-5487