

**Teacher/Helper Reference Sheet**

Name of Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sale Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Order Form Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sales Procedures**

1. Ask each student/member to fill in their teacher/coordinator’s name & order form due date on their order form.
2. Remind students/members that payment must be collected as orders are taken. Checks should be made payable to your School/Organization, and *not* to Little Caesars®.
3. Remind students/members of the order form due date and delivery week throughout the fundraiser.
4. At the end of your fundraiser, be sure to:

⇨ Collect all order forms and payment.

⇨ Make sure each student/member’s order form and payment are kept together. Please do not separate.

1. The Fundraising Chairperson/Organization Leader will collect all order forms and payment from each classroom/member.
2. Please distribute a Delivery Day Reminder Notice to each student/member three days before delivery.