



CONTACT INFORMATION
Betsy Ann Chocolates Fundraising Department
(412) 931-4288 x10
Email: office@betsyann.com

Fundraising Campaign — Activity Worksheet

Fill in the following information to help you stay on track:

- Chairperson Name/Phone/Email:
- Your Fundraising Goal: \$
- Choose a Betsy Ann Fundraising Option — *Circle One:*
Holiday Chocolates | Chocolate Bars | Pretzel Rods | Peanut Butter Pretzel Rods | Chocolate Rosary
- No. of Brochures or Products Needed:
- Date to Order Brochures or Products:
- Brochure or Product Delivery Date?
- Fundraiser Kick-Off Date:
- Dates to Send Out Reminders:
Who Will Handle Reminders? Name/Phone:
- What is Your START DATE to Sell?
- What is Your STOP DATE to Sell?
- What is Your Order Turn-In Date?
- What Date Will You Turn-In Master Sheets to Betsy Ann?
- When Is Your Order Delivery Date?
How Many People Have Signed Up to Help On Delivery Day?
- When Is Your Order Pick-Up Date?
How Many People Have Signed Up to Help This Day?

Other Important things to do:

- Develop a Marketing Strategy. See "[Steps to Successful Fundraising with Betsy Ann Chocolates](#)" for ideas.
- Develop Fundraising Goals, such as to sell 10 orders per person.
- Create all Flyers, Posters and Banners in advance. Determine WHO will create them establish deadlines!
- Make a list of all volunteers, determine who is responsible for specific tasks, and get their contact info.
- Develop a plan to handle all orders not picked up after Pick-Up day.

Instructions for salespersons:

- Make sure each salesperson receives a brochure and a master sheet. Instruct them to print neatly and fill in all necessary information on forms including, name, phone, organization, and room no., delivery & turn in date.
- The color brochure is to be used as the order form and kept for later use by salespersons to correctly deliver individual orders after product has been delivered. All customer and order information should be recorded by the salesperson, totaled on the color brochure, and transferred to the master sheet.
- **Checks should be made payable to your organization.**

Instructions for Chairpersons:

- On turn in date collect both copies of master sheet from salesperson. Use a blank master sheet to create a Grand Total master sheet by adding all orders together on this sheet. One copy of the Grand Total master sheet should be turned in and one kept for your records.
- Turn in all master sheets (both copies) including one copy of Grand Total master sheet to Betsy Ann. If you want to keep a copy of individual master sheets, please make copies. We use both original copies to process orders. One copy will be returned attached to each salesperson's order.
- When master sheets are totaled, please return to Betsy Ann Chocolates, 322 Perry Hwy, Pgh, PA 15229.



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