

# The Professors' Fundraising

## ***Pre-Order fundraiser order form template for multiple orders***

This is a three page document. The first page explains the purpose and use of the document, the second and third you can modify and use as needed.

In a pre-order fundraiser you tell people that you are holding a fundraiser and you are taking orders in advance.

How formally you want them to communicate their order is up to you. Perhaps you just want people to call and leave the quantity they are ordering and their details, or perhaps you want to distribute forms for them to write the details of their order onto and then return to you.

The second page of this document is a starting point of a form that you want them to fill in and give to you.

Your welcome to modify it as you choose and perhaps;

- Publish it to your website
- Put in in the letterboxes of the surrounding homes
- Print it onto individual sheets of paper and;
  - Make them available for collection from your organisation
  - Send them home with kids, co-workers, friends and family, etc.
  - Leave some at the local shopping centre, library or milk bar
  - Get volunteers to hand them out at their workplace

The text highlighted in **GREEN** is text we feel you need to carefully review and change to suit your fundraiser.



**Take orders for these exciting new products and help our**

# Fundraiser

**Our school** is holding a “Pre-Order” fundraiser by offering very unique, interesting and delicious products - Crunchy Ice Cream™, Choc-Rocks™ and Decadent Chocolate Dessert Pasta™

**We desperately need to get more books for our library** and you can help this happen by taking orders and payments from friends and family for the products below which will help us raise funds.

When you have collected all of the orders you can please return it, **and the correct payment**, no later than **30<sup>th</sup> September 2008** to **Sample School-Room 1A, Craigmire Rd, Fredmore, NSW, 1234**.

Your can collect the purchased items for distribution to those you took the orders from. They will be available for collection between the **7<sup>th</sup> October 2008** and the **14<sup>th</sup> October 2008**, (between 9:15am and 2:30pm) on school days.

Here's the products you can take orders for;

**Crunchy Ice Cream™** – Amazingly this is **REAL Ice Cream** but it requires **NO REFRIGERATION!** - There's nothing to add, just take a bite and experience it melting in your mouth to reveal the original creaminess and delicious ice cream flavour. **100ml Vanilla** Ice Cream slice.

**Choc- Rocks™** – At first glance these chocolate treats look like **little multi-colours stones**. But take a bite through the outer shell and you get a taste of the **delicious chocolate inside**. Not your average chocolate treat because it **doesn't melt in your hand**, but it certainly will in your mouth! **100 gram** pack of Choc-Rocks™

**Decadent Chocolate Dessert Pasta™** – Real pasta that looks like chocolate, smells like chocolate and has a sweet chocolatey taste. Boil it for around 7 minutes with sugar in the water and serve hot with a scoop of vanilla ice cream, honey, whipped cream or your favourite topping for a heavenly dessert.

The order recording form is on the following page, please continue on the reverse side or a blank sheet if you run out of room. If you need to do this, please just be sure to record all of the required information.

**! Thanks in advance for your help and support !**



