



Organizer's Guide Fundraising Program

CHARM YOUR SUPPORTERS

"This is by far the best and easiest fundraiser we've ever had"

"Thank you Chubby Chico Charms for a great product!"

"Beautiful Bangles! Parents and students loved them"



"Our Students love that it is a product of high quality that will last a lifetime!"

"Fundraising with Chubbychicocharms was easy and profitable!"

ChubbyChico
CHARMS
FUNDRAISING
ChubbyChicoCharms.com

ORGANIZER'S GUIDE AND IMPORTANT REMINDERS

Please read **BEFORE** starting your sale

Changes to your sale:

If you need to make any changes to your sale (dates, number of sellers, chairperson) please notify Chubby Chico Charms Customer Service Immediately at (800) 704-6991. Customer Service is available Mon thru Fri from 9AM-4PM (EST).

Cancellations:

In the event you need to cancel your fundraiser after your fundraising materials have been shipped, you will be billed the cost of your fundraising materials plus shipping.

Event Timeline:

We recommends that the end date for your fundraiser should be no more than 30 days from the start date. This is only a suggestion based on successful timelines from previous orders.

Order Forms:

Be sure to include the seller's first and last name, teacher/coach name and organization on the top of each order form.

Please do not use Red Ink to complete the Order Form

- **WHITE** copies are to be sent to Chubby Chico Charms in the envelope or box provided. **(These will not be returned)**
- **YELLOW** copy should be retained by the Organizer for future reference.
- **PINK** copy should be retained by the Seller for reference when distributing the product. (You may choose to collect the pink copy as well and return it to the seller at the time of delivery)

If you need additional order forms you may go online to www.ch3fundraising.com, click on the **ORGANIZERS RESOURCES** link and then choose **Order Forms**. Please retain a copy of these for your records if you do print them online.

Submitting Orders:

Orders can be emailed to jc@chubbychicocharms.com or faxed to 401.369.8913 for fastest service. An envelope/box with your Chubby Chico Charms customer number (**CC#**) has been supplied to you for returning the completed order forms (**white copies only**) to Chubby Chico Charms via USPS. If you will be sending in the orders please contact us for your pre-paid label. It will be emailed to you.

Tallying Orders:

Please verify that the product ordered and the monies collected are correct. Upon completion of order tally by Chubby Chico Charms a detailed report of sales by seller and product will be emailed to current email address on file for the chairperson, along with a copy of your invoice.

Teacher/Team/Group:

Orders must be separated by Classroom/Team. Please clip each group of orders by classroom. This will assure that student orders are processed with the correct Classroom/Team name. Classroom/Team designation will be printed on seller packing slips for easier distribution. Failure to group orders by Classroom/Team may lead to orders being processed alphabetically with no Classroom/Team designation.

Sales Tax (*Only applies to sales in Rhode Island*):

Local sales tax rates apply unless a copy of your organization's tax exempt documentation is provided. Please include your organization name and customer number (CC#) on Tax Exempt Form. Completed Tax Exempt Forms must be faxed to (401)369-8913. **Please check with your local/state agencies for tax regulations in your area.**



FUNDRAISING

Late Orders:

Orders received at Chubby Chico Charms after your original orders may not be delivered with your original order and will be subject to additional shipping and handling charges. Please note items reported as missing that were not processed and billed on original invoice will be processed and billed as late orders and are subject to additional shipping and handling charges. **Fax late orders (with a cover sheet including organization, chairperson names and customer number (CC#) to Chubby Chico Charms at (401) 369-8913.**

Online Shopping:

Online ordering is available. This is to be treated as an add-on to your existing catalog program and should not replace the catalogs that you have received. In the portal mentioned below will be all of the social links and email blasts you will need to share with your customers. All online orders will ship direct to the purchaser and your organization will earn 50% profit. Profit checks are processed & mailed every 30 days for shipped orders.

Organizers Portal:

If you decide you would like to add our online shopping as an option you can request an email with all of your login information. This portal will allow you to see your online traffic, view online sales generated from your campaign and see commissions earned.

Please follow the steps below to enter your portal:

1. Portal entry can be accessed at www.ch3fundraising.com. Click on the "Organizer's Portal" highlighted in red at the top of the page.
2. Enter your username and password that was provided in your sign-up email mentioned above. Click "Login".

You will be able to track your website visitors, order totals and commissions earned from your fundraiser. *(This is only going to show online sales only)*

If you have any questions regarding the online sales or have not received an online username and password please contact jc@chubbychicocharms.com.

Payment:

Customers paying by check should make checks payable to your organization, **NOT Chubby Chico Charms Fundraising. Payment may be made by check only, do not send cash. Call our customer service department at 1-800-704-6991 to make a credit card payment. Credit card payments are subject to a 3% processing fee.** Please include your customer number (found on your Sales Invoice) with all payments that are mailed to Chubby Chico Charms Fundraising.

Payments should be made payable and mailed to:

Chubby Chico Charms
339 Woonasquatucket Ave
North Providence, RI 02911

Delivery:

Products will ship within 14 business days of receipt of order forms to Chubby Chico Charms. Orders are delivered via UPS or USPS only, pre-packed by individual seller and labeled with Classroom/Team and Seller Name by organization. You will receive an email notification (including tracking numbers) when your order has been shipped. Transit time will vary from 1-5 business days depending upon your location.

Shipping Charges:

Total Retail Order Value:		
Beginning	Ending	Shipping Rates
\$ 0.01	\$ 250.00	\$ 9.99
\$ 250.01	\$ 500.00	\$ 19.99
\$ 500.01	\$ 1,000.00	\$ 29.99
\$ 1,000.01	\$ 2,500.00	\$ 39.99
\$ 2,500.01	\$ 5,000.00	\$ 49.99
\$ 5,000.01 shipping is FREE		

Problems, Errors, Missing or Damaged Items:

Any errors or problems with your order should be reported to our Customer Service Department at (800) 704-6991 within 10 days of delivery. Whenever possible, please wait 2-3 days following distribution of your orders before contacting Chubby Chico Charms. When chairperson submits claims on behalf of the seller, these missing and damaged items will be shipped directly to the organization address that Chubby Chico Charms has on file for your organization. Please note items reported as missing that were not processed and billed on the original invoice will be processed and billed as late orders and are subject to addition shipping and handling charges.

If you need to submit a claim you may go online to www.ch3fundraising.com, click on the **ORGANIZERS RESOURCES** link and then choose **Claim Form**.

Substitutions and Back Orders:

All orders are subject to availability. In rare occurrences we will back order items from original order shipment. We reserve the right to substitute a similar or like item or issue a refund at the invoice price. When items are back ordered the seller manifest received for your order will indicate the item, seller and quantities impacted. When items become available we will ship the original back ordered items directly to your organization, labeled with individual seller name.

Returns/Exchanges:

Product returns must include your organization name, your Chubby Chico Charms customer number and a note requesting a credit should be sent to:

Attn: Chubby Chico Charms Fundraising Department

Chubby Chico Charms

339 Woonasquatucket Ave

North Providence, RI 02911

Credits will apply to orders returned within 90 days from the Fundraising Sale End Date.

We appreciate your business and hope you have a successful Chubby Chico Charms Fundraising Sale.

FUNDRAISER TIMELINES

PRIOR TO START OF FUNDRAISING SALE

Arrival of Sales Materials:

- Fundraising seller packets
- USPS envelope/box and to return order forms to Chubby Chico Charms (email for your pre-paid label after the end of your fundraiser)
- Organizer's Guide
- Additional Order Forms

Fundraising Seller Packets:

Prior to the start of sale verify that you have received the requested number of seller packets.

Pre-paid Label:

At the end of your fundraiser you can contact us for a pre-paid label to be emailed to you or you can fax or email your order forms in. **Please retain this envelope and keep it in a safe place.**

Additional Order Forms

Additional order forms will be included with your selling materials. Place additional order forms in front office.

START OF FUNDRAISING SALE

To Begin The Sale:

A "Kickoff" will assist your organization with a good start to a successful campaign.

Distribute Fundraising Packets:

Distribute fundraising packets to all Teachers and or Coaches participating in fundraising sale. Include one fundraising packet for each Teacher/Coach. Notify Teachers and or Coaches that additional order forms are available in front office.

Request Volunteer Help:

Ask for volunteers to help you during the sale to promote, count money, process the orders, delivery day help, etc. You will need approximately 2-8 volunteers depending on your group size.

Promoting Your Sale:

Set a goal and be specific, and involve all interested parties in setting the goal. Administrators, Teachers and Students. Choose a cause that everyone can support. Send home notices to inform parents of the fundraising event and the goals that have been established.

If your organization has an information sign or marquee, utilize it to promote your sale and to inform parents and the community about the sale and dates.

Decorate a bulletin board with brochures and campaign dates near the front office
Enthusiastic reminders during the morning or afternoon announcements will help encourage students to participate.

Free & Low Cost Promotions

Be Creative, Increase Participation, Raise Funds, Have Fun!

Ideas for Principals, Teachers and Staff members to help your school:

- Student wins privilege of "Principal/Teacher for the day/hour/period"
- Free Homework Pass
- Crazy dress up day
- Inside out day
- No uniform day
- Spirit awards
- VIP coupons
- Free ice cream treat or pizza part for the top 25 sellers
- Top class in each grade eats lunch first
- Daily Surprises/Drawings

Public Address Announcements

Please make these announcements:

#1. On the Day of the Kick Off

Extra order forms and brochures are in the office for our Chubby Chico Charms fundraising sale for those that were absent yesterday or anyone needing extras

#2. Four Days After the Kick Off

Our Chubby Chico Charms fundraising sale is almost over. Make lists of people to contact and people to help your sale.

#3. Friday Before Second Weekend

This is your last weekend to sell!!! Be sure to sell big and raise funds for (your organization).

#4. On the Day Orders Are Due

Orders and money are due today. If you forgot, please turn your order in tomorrow.

#5. On the Day After Orders Are Due

It's not too late to turn orders in. Please bring them tomorrow.

#6. On the Last Possible Day to Turn in Late Orders

It's still not too late to turn your orders in. Please bring them in NOW.

DURING YOUR FUNDRAISING SALE

Re-confirm Volunteers:

Remind your volunteers that you will need assistance with order processing, money counting, product distribution on delivery day, 2-8 people would be great.

Keep Excitement Going:

Keep the Fundraiser going with daily announcements, drawings, and school wide messages to parents via phone conferencing, email distribution, Facebook, etc.

END OF FUNDRAISING SALE

Prepare Place to Process Orders:

Set up a quiet and safe area to process the orders and count money. Have calculators, markers, paper clips, rubber bands, classroom envelopes, snacks and drinks available.

Prepare Order Forms:

Make sure each order form has a seller last name and first name. Verify that the amount of money collected matches with the amount of orders taken. If there are any order discrepancies, send a letter home to the parents explaining the problem: do not send home the original order form. If checks are received, it is always a good idea to put the student's name and room number on the memo line of the check.

Deposit Money:

Deposit all monies collected into your group's trust account.

Forwarding Order Forms to Chubby Chico Charms for Processing:

The student/parent should keep the pink copy of the order form, the yellow copy should be retained for your records, **and the white copy** should be forwarded to Chubby Chico Charms. If there is more than one order form for a student, staple them together. Organize the order forms in grade order, K, 1, 2, etc. Complete the Fundraising Confirmation Sheet included in your Chairperson Guide. Rubber band order forms together and place your completed Fundraising Confirmation Sheet on top. Insert order forms and Fundraising confirmation Sheet in the envelope/box provided with your material shipment.

Late Orders:

Orders received at Chubby Chico Charms after your original orders will be subjected to additional shipping and processing charges. The shipping and processing charge will be applicable even when the Late Order ships with original orders. **Fax late orders (with a cover sheet including organization, chairperson names and customer number (CC#) to Chubby Chico Charms at (401) 369-8913.**

DELIVERY DAY

Order Arrival:

Your products will ship within 14 business days from receipt of order by Chubby Chico Charms Fundraising. Your Chubby Chico Charms Fundraising Chubby Chico Charms will send a shipment confirmation email to the designated Chairperson when the order ships from our facility.

Distribution of Boxes:

Have a team of volunteers ready to help distribute the boxes. All of the boxes will contain shrink wrapped packages that will be clearly labeled with the student's name and the Teacher's/Coach's name.

Delivery Service:

Orders are shipped either USPS or UPS.

Replacement Product:

Please review your order within 5 days of receipt. Report any missing and or damaged items .Please note items reported as missing that were not processed and billed on original invoice will be processed and billed as late orders and are subject to additional shipping charges. Chubby Chico Charms Fundraising will ship replacement products reported by seller to the address indicated by seller.

Invoice:

When orders are processed a Sale Invoice will be emailed to the email address on file at Chubby Chico Charms Fundraising. A copy of your Sale Invoice will also be mailed to the address designated for your organization. Payment may be made by check or credit card, do not send cash. Payments can be taken by phone by Customer Service at 1-800-704-6991.

Returned Checks:

Customers will be assessed a service charge of \$50.00 for each check returned to our bank regardless of reason the check is returned.

Collection Costs, Delinquent Payment Fees:

All sums not paid when due shall bear interest at the maximum legal rate allowed by law. If payment due hereunder has to be collected upon demand of an attorney, or collection agency or suit has to be instituted for the enforcement hereof, Customer agrees to pay all costs and expenses thereof including without limitation reasonable attorney's fees (including appellate attorney's fees, collection fees) and court costs.

We appreciate your business and hope you have a successful Chubby Chico Charms Fundraiser!



FUNDRAISING

FUNDRAISING CONFIRMATION SHEET

Please complete and return this form with your orders. We will ship to the address that you enter below. Please be sure to include an address that someone is available to receive your orders during regular business hours. The orders will need to be signed for.

Please do not send payment with these orders! Thank you.

CHUBBY CHICO CHARMS CUSTOMER NUMBER (CC#) _____

Total # of Orders: _____

ORGANIZATION: _____

ORGANIZERS NAME: _____

PLEASE NOTE: WE CANNOT SHIP TO PO BOXES

Please CONFIRM your shipping address below:

Name/Business Name: _____

Email: _____

Street: _____

City: _____

State: _____ **Zip Codes:** _____

Please check this box if the address listed above is residential

We appreciate your business and hope you have a successful Chubby Chico Charms Fundraiser!