

CHAIRPERSON'S GUIDE

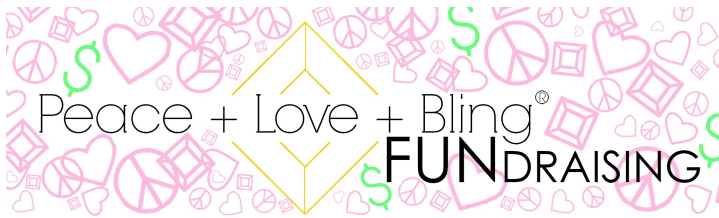
Peace + Love + Bling®
FUNDRAISING

Ready to FUNdraise?

Earn 40% Profit for Your Group



FUNdraise Your Way: Online



CHAIRPERSON 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) including cancellation; please notify Peace + Love + Bling immediately by calling 614.233.1508 or emailing info@peacelovebling.com

Submitting Orders:

Orders are placed online through the Peace + Love + Bling website and are credited toward the fundraising group or individual seller. **Support is available by calling 614.233.1508 or emailing info@peacelovebling.com.** All payment is handled online. Please complete the Fundraising Confirmation Sheet that is included in the Chairperson's Guide as well as the Participant Information Sheet at least 5 days prior to the start of your sale.

Teacher/Team/Group/Individual Seller:

Your fundraiser can benefit the organization as a whole or be separated by individual sellers within the group. This option is fantastic for band and team trips, camp or conferences, etc.

Sales Tax:

Local sales tax rates will apply unless a copy of your organization's tax-exempt documentation is provided. Online orders are not included in tax exemption. Tax will be charged on all Online orders based on the "ship to" state of the Online order. Tax Exempt Form may be found at <https://www.peacelovebling.com/pages/fundraising> to print. Please include your organization name and customer number (PLB# Group) issued by Peace + Love + Bling on Tax Exempt Form. Completed Tax Exempt Forms must be emailed to info@peacelovebling.com. **Please check with your local/state agencies for tax regulations in your area.**

Late Orders:

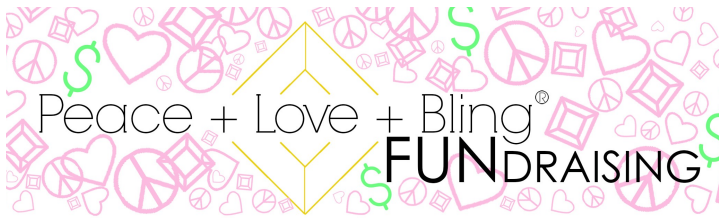
Your organization may choose how long to run the fundraiser. Sales will be accepted and attributed to the organization or individual seller up to 5 days following the "end date" of the fundraiser. Contact Peace + Love + Bling to extend your fundraising dates.

Chairperson Portal:

The FUNdraiser Chairperson will receive access to an Asana dashboard to manage the FUNdraiser. Asana is a web-based project management tool. This feature will allow you to manage all aspects of your most recent FUNdraising Campaign, from Program set-up to Custom Designs and Delivery.

You will be provided with instruction on how to access and utilize the portal.

Please contact 614.233.1508 or info@peacelovebling.com with questions or tech support.

**Online Shopping:**

Online shopping is how you have opted to hold your FUNdraiser. Dependent upon whether your FUNdraiser goes into a pool for the organization as a whole or to individual sellers, you will be assigned an Organization Name or Seller Name. Shoppers will access the website at www.PeaceLoveBling.com to shop. At checkout, a pulldown menu is available for the sale to be credited either to the Organization or to Individual Sellers. Purchases ship direct to the purchaser and your Organization or Seller will earn 40% in profit. Profit will be distributed every 30 days throughout the FUNdraiser and within 30 days of the official end date.

Payment:

Payment for online FUNdraising is securely processed through www.PeaceLoveBling.com. Payment is accepted via Amazon Pay, Paypal, and all major credit cards.

Delivery:

Products ship direct to customer within 21 days of receipt or order forms or online sale. Orders are delivered via USPS with tracking. Customers receive a notification (including tracking numbers) when orders ship. Transit time ranges between 2-7 days depending upon location. Standard shipping charges are \$5 for orders under \$50 and free for orders \$50 or more. Express shipping is available at additional cost.

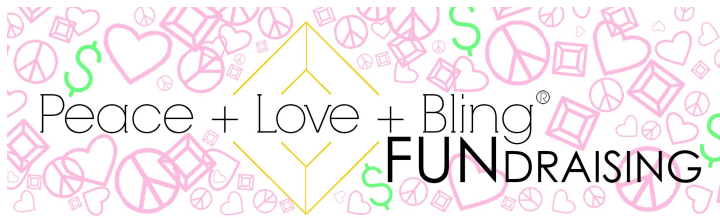
Problems, Errors, Missing or Damaged Items:

Any errors or problems with orders should be reported to our Claims Department at info@peacelovebling.com or via the Claims Form available online within 10 days of delivery. Individual sellers or customers may report damaged and/or missing claims directly by submitting this online form. Packing slips will instruct recipient to file a Claims Form available at <https://www.peacelovebling.com/pages/claims-form> within 5 days of receipt. Reported missing and/or damaged items will be replaced and sent directly to the original shipping address. Items reported as missing that were not processed and billed on original invoice will be processed and billed as late order and may be subject to additional shipping and handling charges.

Substitutions and Back Orders:

All order are subject to availability. In rare occurrences, we will back order items from original order shipments. We reserve the right to substitute a similar of like item or issue a refund at the invoice price. When items are back ordered the seller manifest received for our order will indicate the item, seller, and quantities impacted. When items become available we will ship the original back ordered items direct to the customer. If for some reason the order cannot be filled, the purchaser will be issued a full refund for the cost of goods and shipping if appropriate.

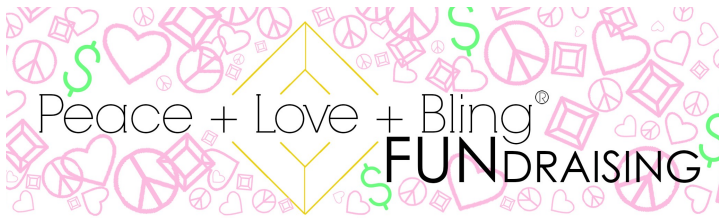
Peace + Love + Bling
Order Processing
14 E. Lincoln Street
Columbus, OH 43215



Returns/Exchanges

Jewelry may be exchanged in person at 14 E. Lincoln Street, Columbus, OH 43215 or via mail. If Peace + Love + Bling determines an exchange cannot be made (the item is out of stock/does not meet the customer's needs) a return will be authorized. Product returns must include the organization, customer number, and a note requesting a credit. Returns and exchanges are accepted 30 days from the ship date. Returns will be processed via the original form of payment when the item(s) is/are received at:

Peace + Love + Bling
Order Processing
14 E. Lincoln Street
Columbus, OH 43215



FUNDRAISER TIMELINES

PRIOR TO START OF FUNDRAISING SALE

Arrival of Sales Materials:

- Chairperson Guide
- Welcome/Introduction Letter
- Media Kit (printable flyers and social media tools)

START OF FUNDRAISING SALE

To Begin The Sale:

If you are unable to hold a "Kickoff Assembly", please access kickoff materials online.

Distribute Welcome/Introduction letter to all interested participants. Inform participants where they can find resources.

Request Volunteer Help:

While you are the point person for the sale, you may find it helpful to ask for volunteers to help promote the sale and answer any participant questions.

Promoting Your Sale:

Set a goal and be specific; involve all interested parties in setting the goal. Choose a cause that everyone can support. Send home notices to inform parents of the fundraising event and the goals that have been established (Welcome/Intro Letter)

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.

Utilize social media. A social media kit will be provided to your group to promote sales via Facebook, Instagram, and other social outlets.

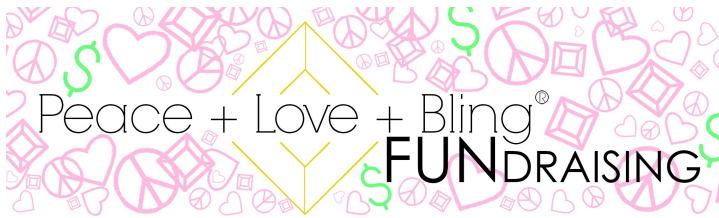
Public Announcements: (examples for a 2 week sale)

1. On the Day of the Kick Off: make sure participants know how to place orders.
2. Four Days After Kick Off: Our Fundraiser sale is almost over. Make lists of people to contact and people to help your sale.
3. Friday Before Second Weekend: This is the last weekend to sell! Be sure to sell big and raise funds for your organization.
4. On the Day Orders Are Due: Orders are due today but will be accepted tomorrow.
5. On the Day After Orders Are Due: It's not too late, orders must be placed by tomorrow.
6. On the Last Possible Day to Turn in Late Orders: Orders are due NOW, please make sure any late orders are placed TODAY!

DURING YOUR FUNDRAISING SALE

Keep Everyone Informed and Excited:

Re-confirm your volunteers. Keep the momentum going through announcements and social media posts. The more often the better!



END OF FUNDRAISING SALE

Your Orders:

You will be able to track the progress of your FUNdraiser through the Asana dashboard. Periodic updates on seller progress will be provided.

If you are contacted by a participant or shopper with questions or concerns that you cannot answer, especially regarding missing items/returns/replacements, please contact Peace + Love + Bling immediately. A claims form must be completed within 10 days of delivery for all missing or damaged items.

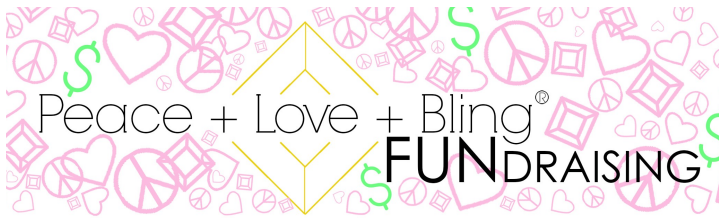
Delivery Service:

Items are delivered direct to the customer via USPS with tracking. All customers will receive tracking information when their order ships. Please contact Peace + Love + Bling immediately with any delivery concerns.

Replacement Product:

The following message will appear at the bottom of each packing slip: "Please review your order within 5 days of receipt. Report any missing and/or damaged items by accessing our website at <https://www.peacelovebling.com/pages/claims-form> or visiting the Resources tab and selecting the claims form. Complete the form and submit to Peace + Love + Bling for processing. 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." All replacements will ship to the original address indicated by the purchaser.

We appreciate your business and know you will have a successful Peace + Love + Bling FUNdraiser!



FUNdraising Confirmation Sheet

Please complete and return this form prior to starting your sale. The chairperson listed below will be the point of contact for all information sharing.

PEACE + LOVE + BLING GROUP # _____

TOTAL # OF SELLERS: _____

SELLING AS: GROUP INDIVIDUALS BOTH

***If selling as individuals or a combination of group/individuals, the provided spreadsheet with participant names and contact information must be returned at least 5 business days prior to the fundraiser start date.

ORGANIZATION: _____

CHAIRPERSON: _____

EMAIL: _____ this is my preferred method of contact

CELL PHONE: _____ this is my preferred method of contact

OTHER PHONE: _____ this is my preferred method of contact

As Chairperson, I have reviewed the information in the Chairperson Guide as well as the policies on the Peace + Love + Bling website.

SIGNATURE: _____



Peace + Love + Bling[®] FUNdraISING

_____ is excited to partner with Peace + Love + Bling
to reach our goals this year!

Peace + Love + Bling is an ethically handcrafted line of jewelry with a mission to support women and children emerging from difficult circumstances. FUNdraising with Peace + Love + Bling creates jobs in the USA and globally.

Participants will have the opportunity to raise funds for _____ by selling online through www.PeaceLoveBling.com. Once registered, online sales can be attributed to _____ via a drop down menu at checkout. **We will earn 40% profit through this FUNdraising opportunity!**

If you are interested in participating in this FUNdraising sale, contact your Chairperson to register:

Name:

Email:

Phone:

The benefits:

- Custom Spirit Wear
- Managed entirely online
 - No exchange of money!
 - No order forms to track!
- 40% profits to Organization/Individual Sellers
- Customized Social Media Kit to promote your sale online!