

Fund Raising Information Packet

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Marion-Kay Spices Fund Raising Program

MEMO FROM FUND-RAISING COORDINATOR

TO: FUND RAISING COORDINATOR
FROM: MARION-KAY FUND RAISING COORDINATOR
SUBJECT: FUND RAISING

Thank you for selecting Marion-Kay Spices, *The World's Finest Spices*, as an option for your fundraiser. Our company started in 1922 as a way for church organizations to raise money. Our spices are sold nationwide in almost every state in the U.S. Marion-Kay Spices is a third and fourth generation family owned and operated company. Marion-Kay imports spices from nearly 40 countries worldwide. We use the finest raw ingredients and never add additives or fillers to our products.

Churches, schools, sports teams and a wide variety of organizations have raised thousands upon thousands of dollars by selling Marion-Kay Spices. Our products are the best and have earned the title, *The World's Finest Spices*.

The Marion-Kay Spice Fundraising Program is easy, simple and most important **PROFITABLE!** We are excited to announce that all organizations that sell a minimum \$1,000 in sales earn a **50% profit!**

Please read and follow the guidelines of the program. Due to a tight and full production schedule, Marion-Kay will not process orders that do not follow the proper guidelines.

If you have any questions or comments, please contact me at 1-800-627-7423, locally at 812-358-3000, or via e-mail, Bobbi@marionkay.com

We appreciate your business and look forward to working with you. The crew at Marion-Kay Spices is committed to helping you have a successful and profitable fundraiser.

Fundraiser Guidelines For Marion-Kay Spices

Sales total Minimum \$1,000

Earn 50% Profit

Marion-Kay Divides Orders

Sales total \$1,000 or less

Earn 35% Profit

School/Organization Divides Orders

Organizations that sell a minimum of \$1,000 will earn a 50% profit and have the order completely processed and individually pulled, separated and delivered. For example, **ABC School** has ten members and each member sells at least \$100 in spices, the total is at least \$1,000. **ABC School** returns the individual order forms to Marion-Kay. Marion-Kay processes each individual order and ships all the spices to **ABC School**. Each box is labeled with the name of the student that sold the spices. Each box has the individual orders in clear plastic bags. Each bag is labeled with the name of the customer and amount due, making it easy for the student to deliver to his or her customers.

Any school or organization selling less than \$1,000 in total sales will receive a wholesale discount of 35%. All wholesale orders are master shipped and are not individually bagged or processed. As stated before, Marion-Kay will ship the total number of spices needed, along with the plastic bags and twist ties.

SET-UP
MARION-KAY SPICES
FUNDRAISER

1. **SCHEDULE DATE.** . . Please complete the Registration Form and fax it to our office or call Bobbi at [Marion-Kay Spices](#) @ 1-800-62-SPICE (1-800-627-7423) to schedule your fundraiser. Please make sure the Registration form is filled out **completely** so that we can get all information needed before the fundraiser begins.

2. **RECEIVE THE ORDER FORMS** . . .After Marion-Kay receives the necessary information and approves the dates of your fundraiser, we will mail the Instructional Packet, order forms, Customer Sales Sheets and the Master Sales Sheet. An invoice for the order forms will accompany the order. This charge will be waived at the end of your sale if all uncirculated order forms are returned to Marion-Kay.

3. **CONDUCTING THE FUNDRAISER** . . .Each participating member should receive 5 to 7 fund-raising order forms and a Customer Sales Sheet to track individual sales. At the end of the fundraiser, the Coordinator will compile a Master Sales Sheet showing the name of each participant and his or her total sales.

4. **PROCESSING ORDER** . . .
 - a. If the total sales are at least \$1,000, the coordinator will notify Marion-Kay, with the form supplied with the Instructional Packet, that he or she is shipping the order forms to Marion-Kay Spices. The school or organization must allow at least four weeks for delivery of the spices. The spices will arrive in individual boxes--labeled, bagged and ready for delivery.
 - b. If the total falls below \$1,000, the Coordinator keeps the order forms and compiles a Master List. The school or organization will receive a 35% wholesale discount. The school or organization must divide and pack the order.

5. **ADDITIONAL INFORMATION** . . .
 - a. **PAYMENT** – Full Payment is due 30 days from the ship date of the spices to the school or organization. Marion-Kay only accepts one check from the organization. We do not accept checks from individual customers.
 - b. **FOLLOW UP ORDERS** – We allow ten days after the fundraiser is complete for additional follow up or add on orders. All follow up and add on orders will receive the same percentage discount, regardless of the size of the order.

**MARION-KAY SPICES
FUNDRAISER REGISTRATION
FAX THIS TO 812.358.3400**

TODAY'S DATE _____

NAME OF COODINATOR _____

NAME OF SCHOOL OR ORGANIZATION _____

CONTACT PHONE _____ ALTERNATE PHONE _____

BILLING CONTACT _____

BILLING STREET ADDRESS _____

BILLING CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

FAX _____

SHIPPING ADDRESS _____

COMPANY/BUSINESS NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

HOW MANY MEMBERS OF YOUR ORGANIZATION WILL PARTICIPATE _____

HOW MANY ORDER FORMS DO YOU NEED _____ (We suggest 5 to 7 per participating member. Unused and unreturned order forms are \$0.05/each)

DATE YOU WANT ORDER FORMS TO ARRIVE _____

START DATE OF YOUR FUNDRAISER _____ ENDING DATE _____

DATE YOU SHIP/FAX ORDER FORMS TO MARION-KAY _____

DATE YOU WANT YOUR SPICES DELIVERED BY _____

(Make sure to allow up to four weeks from the date Marion-Kay receives your order forms)

Additional comments/notes _____
