

# Details of Program

## 7 Easy Steps to Get Started

1. Once you have decided to use the "**Fresh Start Fundraiser**" please contact K&S Enterprises and request your "**Fundraising Kit**". Kit contains everything you'll need Color Brochure and Order Forms to get your participants under way. Please let us know how Order Forms you anticipate needing.

2. Set **Kick Off date and set your Goals** with your organization and hand out sales materials. (we will provide you with a Worksheet to calculate your goals along with a Parents Letter Template). Set ending date 2 to 3 weeks ahead. (you set the dates) All money must be turned in with participates order forms prior to completing the **Master Order Form**. (All Checks should be made payable to your organization)

3. Participate sells the coffee and beverages and **collects funds when order is accepted**. (Your organization you will have their profits before any funds are sent to Us)

4. Participates will turn in "**Order Forms**" and the **Money Collected** to the program manager on the **Ending Date** set by the organization. (All checks should be deposited into organizations account)

5. Program manager will compile the orders onto the "**Master Order Form**" and **Verify Collections**. (We can supply you with a "**Tally Spreadsheet**" to help with compiling the orders upon request)

6. **Fax** or **E-Mail** the "**Master Order Form**" to **K&S Enterprises** for order processing. (once we receive the order we can begin roasting and processing the order while payment is in transit, this will move things quicker to not keep your customers waiting)

7. Mail one Check to K&S Enterprises within 2 days of faxing or e-mailing the Master Order. Orders will ship within 7-9 days of receipt of order (shipping usually takes 3 days)

**No Orders will be shipped until the total amount due is received**

**We do work with School P.O. #'s if required**

**(pre-arrangements must be made prior to Campaign)**

### **Extra Tools that we Provide:**

- Goal Worksheet
- Parent Announcement Letter Template
- School Sponsorship Letter Template
- Team Sponsorship Letter Template
- Tally Spreadsheet

(All templates are set up to insert your Logo for your organization) If you need any additional items, brochures, etc that are not listed above just let us know and will do our best to supply you with what you need.