



# Fundraising Agreement

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Organization: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Deliver Boxes to: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Coordinator Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# of students participating \_\_\_\_\_ (Order Forms could take up to 3 weeks to arrive, schedule selling dates accordingly)

\*Tax Exempt # \_\_\_\_\_ (Attach copy of Tax Exemption Form if not faxed earlier)

\*\*Selling Dates: \_\_\_\_\_ to \_\_\_\_\_ Turn In Tally Date: \_\_\_\_\_

Your CFAC Consultant will provide:

Order forms for each participant, sample parent letter and tally sheet.

**\*Tax Exempt:**

If your organization does not use the tax exempt #, the amount due for taxes will be deducted from the total amount raised.

**\*\*Selling Dates:**

We have found that keeping your fundraiser open for up to two weeks works well depending on season. You would collect the order forms and payment and your Consultant will order the boxes of cards. You can expect to receive delivery of the boxes approximately within 3-4 weeks, but could arrive sooner. Your group will then deliver the card boxes to those who purchased them or you can set up a pick up time and location, and enjoy the funds earned!

**Fundraising Coordinator Duties:**

1. Completely read through the Event Organizer Material packet.
2. At end of event, add up all the orders and complete the tally sheet. Minimum 15 box order is required to receive the full benefits.
3. Individual order forms should be kept by you until the product is delivered. Then, they should be returned to the individual fundraiser/participant along with their boxed cards for delivery.
4. Tally form must be submitted to your Usborne Consultant listed below by Turn in Date to avoid delays. Delivery of the boxes can take up to 3-4 weeks, but could arrive sooner.

**NOTE:** Your CFAC order will be submitted within 24-48 hrs. of receiving your faxed/emailed tally sheet.  
Checks and Credit Cards are accepted. For faster service credit card payment is recommended.

I understand and am in agreement to the written stipulations and responsibilities included in this program agreement. We also understand, product images are provided for our general information and may change without notice due to availability.

Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Email completed form to: mildredbv@outlook.com

Mildred Bvundura, Cards for a Cause Fundraiser/Usborne Books & More 909-557-4633 PST

**Thank You!!**

*NOTE: Product images are provided for your general information and may change without notice due to availability*

