

the **naked baker** **COFFEE PACK FUNDRAISER**

Proudly Supporting Our Community

The Naked Baker Ltd would like to introduce "The Fundraiser" for Schools, Sport Clubs, Charitable Organisations and more to raise money to reach their goals!

It's easy to organize your own fundraiser, the steps are explained below.

It's as easy as 1, 2, 3!

Step 1.

Choose your fundraiser. Contact us using the FUNDRAISING SCHEDULE to book a date you wish to either pick up or receive the delivery, then download the relevant forms/documents for your selected fundraiser. (Usually best to start 3-4 weeks prior to your delivery date). Please also consider that we require your order 10 days before your selected date.

Step 2.

Distribute FUNDRAISER FORMS to your members for fundraising. Once complete, tally up totals for each item and contact us with your desired total amounts on the DELIVERY FORM, making sure you fill out all the delivery details including delivery access on the form (i.e. park in disabled parking for easy access or up the stairs to 1st floor) to ensure a quick and easy order process. (We will process, raise an invoice to be emailed to you, upon which you pay, prior to your selected date)

Step 3.

Accept delivery on day, taking note of what has been delivered ie do a count yourselves before you start sorting and then take care distributing your fresh products. **Always double check before product leaves your premises, making sure of no errors made.** So you can enjoy your success!

See the coffee order forms. Fill in the details of your organisation, the member's name that is selling these items and the date of delivery. Just print off from the attachment from our website. Your members will have a set time to sell these items, (for example 2 weeks).

Return/collect order forms to your organisation, tally up all the ordered items and send us (The Naked Baker) the total number sold of each flavour coffee pack. For orders over 100 packs we can deliver the goods to your organisation for free within inner Christchurch - and a small fee for delivery to rural areas - on the predetermined delivery date that is on the order form. **Please allow 8-10 days to fill the order.**

Item	Wholesale Price	Retail Price	Profit
200gm Coffee Pack	\$6.00	\$8.50	\$2.50



the **naked baker**
BAKEHOUSE | CAFÉ | ROASTERY

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North New Brighton
Christchurch 8083
(03) 383 2393 | 0800 GET NAKED
www.thenakedbaker.co.nz

1. Delivery Times

Keep in mind the time that the coffee packs will be going home. If you get them too early you will need to consider where they will be kept/stored until they are taken home.

2. Packing / Sorting

Experience tells us that this is one job where many helpers does not necessarily make things easier. **BEFORE YOU START – do a count of what you have before your start sorting/distributing.** We will bring the items in for you to lay them out. You then just walk down the line and pick the relevant items you need for each order then staple the order form to the bag.

The key to doing this job quickly and **accurately is to have one person doing a final check on each order as they are packed.**

The more room you give yourself the easier it will be. Trestle tables are ideal.

3. Late orders

We must receive your order a minimum 7-10 days prior to your delivery date to allow for staff rostering and ingredient ordering. If you make it known you will accept late orders you may find that you spend a lot of time ringing through the additions and adjusting your totals sheets. It will be a lot easier for you if you make the final day for orders well known and definite.

4. Promoting the Fundraising Drive

We have spoken to the organisers of a few of the larger fundraising drives to get a few tips on how they go about running their drive. They all say the most important thing to do is constantly remind everyone that the drive is on. If your School or Kindergarten has a newsletter, promote the drive in each edition. If possible, include an order form in the newsletter. Try and run the drive on a regular basis. Promote the fact that just one order for each family would be all that is needed to make the drive a success

Running a second drive each year gives you the chance to capitalize on the success of the first drive. Almost all of the organisers we have spoken to say that once people have tried something the in the first drive also become your best form of advertising for the second drive.

TERMS AND CONDITIONS

1. Retail prices are subject to change without notice.
2. All fundraising orders must be placed on an official The Naked Baker order form.
3. As part of the Food Safety Act, The Naked Baker conducts a “No Returns” policy for all products ordered in excess.
4. Transportation, correct handling and storage of all products are the sole responsibility of the customer. The Naked Baker accepts no liability for any consequential, indirect or special damage or loss of any kind whatsoever arising from or in relation to the customers, or inability to, use The Naked Baker’s fundraising forms or the delivery or failure to deliver any products.

