

# HERITAGE FALLS CANDLES

## Fundraiser Checklist

- \_\_\_\_\_ Assign a group coordinator (sponsor/advisor or a student) to correspond with Heritage Falls staff.  
Phone: (402) 245-3443 or (402) 245-8206  
Address: 120 West 16<sup>th</sup> Street, Falls City, NE 68355  
Email: [customerservice@heritagefallscandles.com](mailto:customerservice@heritagefallscandles.com)
  
- \_\_\_\_\_ Complete initial paperwork:  
**Application Form** (completed in detail) – allow week for review of this information & to receive your order forms & sales materials.  
**Form 13 NE Sales Tax Form** (or applicable state form)
  
- \_\_\_\_\_ Distribute order forms and sales promo materials once received. Sample Sales Kit can be displayed at special events or rotated amongst students/members on your sales team.
  
- \_\_\_\_\_ Set sales goals and incentive plans. Motivate your members to be key players in your fundraising efforts. Establish periodic checkpoints throughout your fundraiser to track your success, recognize sales and boost further interest. Measure it and achieve it!
  
- \_\_\_\_\_ Submit Final Tally form and consolidated order sheet (keep a copy for your records). Include payment for 50% of total sales, checks made payable to: **Heritage Falls**. BE SURE TO INCLUDE MONIES DUE FOR YOUR SAMPLE SALES KIT AT THIS TIME.
  
- \_\_\_\_\_ Distribute individual orders upon delivery and submit any final amount due to: **Heritage Falls** once shipping invoice arrives.

***Thank you for choosing Heritage Falls Soy Candles for your fundraiser! We appreciate your business and look forward to providing you with premium SOY candles in the future.***