

HERITAGE FALLS CANDLES

Fundraiser Checklist

- _____ Assign a group coordinator (sponsor/advisor or a student) to correspond with a Heritage Falls staff member.
Phone: (402) 245-3443 or (402) 801-0205
Address: 1614 Stone Street, Falls City, NE 68355
Email: info@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)

- _____ Order sample candle kit if you choose & submit payment to Heritage Falls. Distribute order forms and sales promo materials once received. Sample Sales Kit can be displayed at special events or rotated among 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 MASTER TALLY sheet (keep a copy for your records). Include payment for 50% of total sales, checks made payable to: **Heritage Falls**. BE SURE TO INCLUDE MONEY 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.