



Chairperson Guidelines

Congratulations on your choice to participate in a simple fundraising program that provides your organization/cause with the highest profits in the industry by offering a universally needed quality product at an affordable price. Prepare to embark on a fundraising campaign that will take your organization's profits to new heights.

We at Simply Sheets Fundraising are aware that fundraising is not your primary occupation; therefore, we have designed our Chairperson Portal, with you in mind, to make your responsibility as a Chairperson as simple and efficient as possible. The Chairperson Guidelines and program details are listed below. Please review them in their entirety so that you don't miss a vital part of our program, which will contribute to your overall success in reaching your financial goals. Please feel free to call or email us if you have any questions. We are here to help.

1. Two Fundraising Platforms: Local Community Fundraiser & Online Shop Fundraiser (Run your fundraising campaign using either of our platforms or use them simultaneously)

- **Local Community Fundraiser:** You choose the selling price and profit of your local community fundraiser (see the Cost, Selling Prices, and Profit section for details). Your organization will pre-sell product for a period of time, collecting all funds made payable to your organization. When you're ready, you submit your total order, receive an invoice for the wholesale cost of the bedsheets and remit payment via credit card/ ACH online or by mailing a check. School systems which require the use of purchase orders as a form of payment are accepted. Your organization keeps its profits throughout the fundraiser. The members of your organization will utilize the Sales Packets (provided by SSF as part of the program) to solicit support from your local community, friends, and family. Order forms will be turned into the Chairperson who will enter them in by sellers' name through your Chairperson Portal. Once you have entered in your orders, the portal will generate your invoice. Once the invoice has been paid, your order will be delivered to your designated address, seller sorted for easy distribution. Orders typically arrive within 2 weeks of payment.
- **Online Shop Fundraiser:** SSF controls the pricing online. Your organization receives 40% of the product sales at the end of your fundraising campaign or on a monthly basis. Supporters make purchases online and product ships directly to your supporter upon each sale. No waiting for product like local community orders, and no payments to collect or product to deliver. This platform allows you to reach outside your local community and solicit support from your organizations friends and family nationwide. You, as the Chairperson, will share via Email or Facebook an organization specific link with supporters and sellers for your organization. The supporters will be able to shop using that link and your organization will be provided with credit for those sales. The sellers will register as a seller for your organization and they will be able to share a link via Email or Facebook to their friends and family nationwide to solicit support. Your sellers will be provided with instructions in their Sales Packets or via email from you as the Chairperson. Once they are registered, you will be able to track sales for your organization by seller. The selling price for the Online Shopping platform is preset for you (see the Cost, Selling Prices, and Profit section for details). Orders generated through the online shopping platform require no work from you as a Chairperson. They are shipped directly to the customer and you receive a 40% profit check in the mail monthly.

2. Cost, Selling Prices, Profit, & Shipping

Local Community Fundraiser

- Organization's cost per sheet set is \$20.00 plus shipping and handling (see shipping and handling details below). Sheet sets include the following: fitted sheet, flat sheet, and two pillowcases-except twin size (includes 1 pillowcase). Organization's cost for extra sets of pillowcases is \$8 per set (2 pillowcases) and are available in Standard and King Sizes (in all 16 colors).
- Applicable sales tax may apply in the following states: AL, GA, TN, and TX (sales tax letter/certificate of exemption is required to be on file with SSF for sales tax exemption). Please note that this is not your federal EIN number.
- The suggested retail price is \$35-50 per set for all sizes (Cal King, King, Queen, Full, and Twin). **Most organizations at this time are selling each bed sheet set for \$40-50; providing their organization with a profit margin per sale of \$16-26. Extra Pillowcases are sold for \$12-15, providing a profit margin of \$4-7.**
- Shipping and Handling: SSF ships orders to your provided shipping address via UPS Ground. Your packages will arrive seller sorted with seller name and tracking on each box. This service is designed to make the distribution of your fundraising delivery relatively simple and efficient. Shipping and Handling cost breakdown is as follows:





Orders of 1- 4 sets = Flat rate shipping applies depending on quantity and shipping location (\$8-20 flat rate).

Orders of 5 -199 sets = \$4.00 per set.

Orders of 200+ sets = Please note: For all high-volume orders, bulk rate shipping will apply which will depend upon quantity and location (\$2.50-4.00 per set). Any order over 200 sets sold will be evaluated for bulk rate shipping.

Online Shop Fundraiser

- Prices are established at \$55 per sheet set and \$18 per extra pillowcase sets for all sizes including shipping and handling.
- Your organization will receive 40% of the product sales (excluding shipping and taxes) for all online shop orders, that's a profit of \$18 per sheet set and \$6 per extra pillowcase set.
- Online shop orders are delivered directly to your supporters within 3-5 business days.
- Supporters are incentivized to buy more as they are provided a tiered discount based on number of sheet sets purchased. The discount does NOT affect the profit for the organization.

Buy 3 or more sheet sets, receive a 5% discount!

Buy 6 or more sheet sets, receive a 10% discount!

No money to collect, no sheets to deliver, no supporters waiting!

3. Submitting Orders and Payments

Local Community Fundraiser

- Simply Sheets Fundraising provides you with a seller sales packet for each active member of your organization. The chairperson orders sales packets through the chairperson portal when creating a new campaign. Each sales packet contains the following: order form (**make copies as needed**), color chart, fabric sample, and online seller registration instructions (if applicable). The color chart is not designed as a handout or brochure, so please make sure to have your sellers keep the color chart throughout the duration of your fundraiser.
- The chairperson will collect all completed order forms from their sellers by the established end date. The chairperson will utilize these order forms to enter their order into the chairperson portal by seller. Please see the order entry tutorial available in the chairperson toolbox within the portal. (Email customer service at info@simplysheetsfundraising.com if you experience any technical difficulties).
- Once your entire order is entered and verified against the paper order forms, you will finalize your order and be provided an invoice instantly.
- Payment for your order can be made in two ways:

Finalize order – pay electronically now: Enter your credit card or routing / account number to pay electronically (please note – There is a 3% convenience fee applied to your total invoice amount when paying electronically).

Finalize order – pay by mail: Please remit payment in the form of check, money order, or cashier's check made payable to Simply Sheets Fundraising, LLC and mail to the following address (**tracking on your payment is highly recommended**):

**Simply Sheets Fundraising, LLC
980 Cobb Place Blvd NW; Suite 100
Kennesaw, GA 30144**

Purchase Orders (For School Use Only) – Upon submitting your order, choose finalize order - pay by mail. Submit purchase orders immediately via email to info@simplysheetsfundraising.com

Online Shop Fundraiser

- Your supporters visit your organizations' online shop through the shopping link provided to them via email or Facebook by the chairperson or sellers invitation through the online sharing center (See your sharing center and seller registration tutorials located within your chairperson toolbox within the portal).
- Your supporters will add item selections to their shopping cart, check out by paying with credit card, and will receive their order direct to their home within 3-5 business days.
- **No order entry, no payment collection, no order delivery for the chairperson or sellers.**
- **Organizations will receive their profit check monthly.**

4. Receiving and distributing your local community fundraiser order:

By following these instructions, you will be able to identify any discrepancies, report them to us, and have the corrected order in process before your sellers ever pick up their boxes; therefore, getting the product to your supporters as soon as possible.

While we do ship our product in boxes that are labeled and sorted by seller, it is imperative that you follow a verification process. As the fundraising chairperson (with assistance if needed) you are required to open each box and verify the content with the packing list, **prior to the distribution of the boxes to your sellers**. Once you verify the items in each box to the packing list, you should retain the packing lists for your records so that they can be compared to order forms if needed.



Receiving Process

- All boxes will be identified by a seller name on the UPS Ground label. Please organize all boxes according to seller (there will be one packing list per seller – not one packing list per box).
- The verification process is completed seller by seller; therefore, please locate the packing list for each seller prior to beginning verification (tip: For multiple package sellers, the packing list should be found in box 1).
- If you do have a discrepancy, then notate it on the packing list and pull any incorrect or extra product received from the seller's box(s), and set it aside while you conduct the verification of all other orders.
- If you are missing an item, then please notate it on the packing list.
- Once you have verified the sellers' order to their packing list and notated any discrepancies, please retain the packing list and distribute the order to your seller.
- Please see the order discrepancy section below for reporting instructions:

5. Reporting Order Discrepancies

While we do everything, we can to accurately and efficiently pack your order, regrettably, there are discrepancies from time to time. All discrepancies and items received damaged must be reported within 48 business hours of the receipt of your shipment. The reason for this timeline is to ensure your supporters receive their correct order as soon as possible. If you are unable to verify your shipment within 48 hours of receipt, then please notify SSF via email.

It is imperative that you follow the shipment verification process. If you distribute seller shipments without verification then you will significantly impact the order correction process, causing your supporters to wait an unnecessary extended period of time and possibly prevent us from correcting a discrepancy if we are unable to verify key information.

If an order discrepancy is found, the chairperson will access the order correction form within the chairperson toolbox located within the portal. It is imperative that you complete the form accurately and provide us with all information requested. This form will provide SSF with the necessary information to process your order correction correctly and timely. Our priority is to ensure that you and your supporters have an excellent experience. We want all discrepancies fixed as soon as possible and that requires accurate information to be provided so that we can ensure that happens. We thank you in advance for your time and assistance with the handling of this process.

Please review the following information prior to completing the order correction form.

- **MISSING SHEET SETS:** The following scenarios will help you determine if you need to submit the order correction form.
 - * If it is an item that was accidentally left off of the order, then please do NOT fill out the form for those types of discrepancies. You would simply place a new order for the items you need.
 - * If the item you were missing was on your original invoice and you did NOT receive it, then please double check your order to ensure you didn't receive something else in its place. If you received an incorrect product or are missing product, please complete the order correction form.
- **WRONG ITEM RECEIVED:** The following scenarios will help you determine if you need to submit the order correction form.
 - * **Ordering Error:** This occurs when the chairperson orders the wrong item for a supporter. In these instances, we recommend you keep the product ordered in error to sell to your community as the cost to ship 1 sheet set back can be anywhere from \$8-\$20 a set which will take away the profit earned for that sale. If you "resell" it to the community, then you still retain all profits. To obtain the correct item for your supporter, please place a new order through your chairperson portal.
 - * **Shipping Error:** This occurs when Simply Sheets Fundraising sends you an item which is not on your invoice. Please complete the order correction form to receive the correct product for your supporter.





6. Damaged Replacements and Warranty Policy

- Received a Damaged Item in Original Shipment: Please report through the order correction form located in the chairperson toolbox within the portal.
- Product Warranty
 - * Simply Sheets Fundraising provides a limited manufacturer warranty to cover any damages or defects to your product within 1 year of your purchase date.
 - * The following information must be submitted for all Damage Claims:
 1. Picture of the product Damage
 2. Color/Size/Collection Name (Annabella Bedding Collection) of the Product
 3. Name of the Organization product was purchased through
 4. Name of the seller product was purchased from

7. Chairperson Portal / Contact Us

Simply Sheets Fundraising, LLC
980 Cobb Place Blvd NW; Suite 100
Kennesaw, GA 30144

- Email: info@simplysheetsfundraising.com
- Phone: 888.248.0054
- Website: simplysheetsfundraising.com
- Chairperson Portal: portal.simplysheetsfundraising.com

Visit SimplySheetsFundraising.com anytime; it is your one stop resource for many of your everyday program needs.

Agreement

Simply Sheets Fundraising / Seller is responsible for providing product and sales packets for your organizations sheet set fundraiser, as well as a limited warranty on all products. Manufacturer defects or damages will be replaced.

At no time will Simply Sheets Fundraising be responsible for the cost, planning or staffing of my fundraiser.

Organization, including volunteer-fundraisers, agree to hold harmless Simply Sheets Fundraising, its respective agents, employees, officers, directors, successors and assigns, from any and all claims that may arise out of or relate to their fundraiser, including without limitation, any and all liability resulting or arising from the volunteer-fundraisers' acts or omissions, and personal injuries or damages to property that may occur in conjunction with your fundraiser.

I agree to all terms and conditions set forth in this overview. Please proceed with this project.

We, as members of our community and our organization, will be guided in all of our activities by truth, accuracy, fairness and the highest integrity. **We pledge to maintain these standards.**

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