



Thank you for choosing Popcornopolis for your fundraising needs.

Here are seven simple steps that will make your fundraiser easy, successful and fun!

- 1. Set a start and end date for the fundraiser.** We recommend 3 weeks from start to finish. This would leave 2 weeks for your volunteers to sell the popcorn, and one week for us to receive payment and ship the popcorn out. Establish the date students will begin selling, the date the orders are due, and the date of the popcorn pickup.
- 2. Place an order for fundraising brochures** by emailing us at fundraising@popcornopolis.com. You should order one brochure for every volunteer selling plus an additional 10% to have on hand.
- 3. Hold an assembly/meeting with the volunteers.** Distribute order forms, and encourage volunteers to begin selling right away. Selling tips for volunteers will soon be available online at www.popcornopolis.com/landing/fundraising. Let your volunteers know that their customers should make checks payable to your organization (*not Popcornopolis*).
- 4. Check fundraiser progress twice a week.** Set progressive goals for volunteers and spend more time with non-motivated volunteers to help drive participation. Excitement and support is high during the first week of the fundraiser, so we encourage taking as many orders as possible during this time.
- 5. Collect the order forms on the predetermined date** and total the quantities of each popcorn flavor sold. It is important to double check the totals so the correct amount and type of popcorn can be ordered. The total amount collected minus the cost of the popcorn is the profit your organization has made with this fundraiser.
- 6. Submit one order for the entire organization** to fundraising@popcornopolis.com. The order must be paid by credit card. Our logistics expert will determine the quickest and least expensive way to deliver your popcorn (whether it be FedEx Ground for small orders, or our trucking company for larger ones).
- 7. Have volunteers distribute popcorn to their customers.** It is therefore very important to save the fundraiser brochures so the popcorn can be distributed correctly!