

Fundraising Check List

...As Easy As 1-2-3!

Thank You! Thank You![®] for choosing Little Caesars[®] Pizza Kit Fundraising Program. Here are some helpful steps to make sure your fundraiser is a success!

Start Your Sale and Plan a Kick-off




- ❑ Distribute the enclosed **Announcement Letter** to each student/member seven days before your fundraiser begins.
- ❑ Start your Little Caesars[®] Pizza Kit Fundraiser with a kick-off presentation for your students/ members.
 - Follow the steps outlined in the **Sale Kick-Off Guide** to ensure an easy and informative kick-off for your students/organization members.
 - Allow about 20 minutes to tell everyone about your fundraiser.
 - Hold your kick-off a day or two before your fundraiser begins.
- ❑ If necessary, distribute a **Teacher/Leader's Reference Sheet** on the first day of your fundraiser. This will inform them of the fundraising sale dates, order turn in dates and delivery date.
- ❑ Distribute Order Forms and **Customer Delivery Reminder Slips** to each student/member at your kick-off or on the first day of your fundraiser.
- ❑ Get the word out before your fundraiser begins! Display posters, send e-mails, distribute newsletters, **Pizza Kit Home Delivery Flyers** and post announcements!
- ❑ Distribute your **Volunteers Needed Notices**
 - We suggest that you have volunteers handy to help tally orders for your final order date.
 - Make sure to have volunteers on hand the day of delivery to help sort your kits. We suggest one helper for every 100 items sold.

Collect Order Forms and Payment Due

- ❑ Collect order forms and payment from each student/member on the fundraising sale end date. Allow a few extra days to collect any late order forms that are returned. *Make sure payment is attached. Checks should be made payable to the School/Organization.*
- ❑ Total your orders on our convenient **Tally Sheet**, or download at PizzaKit.com. Make sure each payment equals the product ordered.

Place Your Final Order

Final orders must be placed by noon on the final order date specified on your confirmed registration form. There are three convenient ways to contact us:

-  **Online:** Whenever it's convenient for you! 24-hours-a-day at PizzaKit.com (make sure you have your Customer ID and password)
-  **Phone:** Our representatives are available to help you Monday - Friday 8:30 a.m. - 8:00 p.m. ET. Call us toll-free at 1-888-4-LC-KITS (1-888-452-5487)
-  **Fax:** 313-983-6101

To ensure accurate and timely delivery, late orders cannot be accepted.

Delivery and Payment

- ❑ Distribute **Delivery Day Reminder Notices** to students/members at least three days before delivery of kits.
- ❑ Your items will be delivered in a refrigerated truck on the scheduled day and time. Pizza Kits, Bread Kits and Cookie Dough can stay out of refrigeration for up to 6 hours after delivery. Pie Kits can remain out of the refrigerator for no longer than 4 hours before being refrozen. Please see inner packaging for specific product handling instructions.
- ❑ Someone must be available to meet the driver at your scheduled delivery time to make payment and count your order with the driver.
- ❑ To prevent any delays in delivering your order indoors, please make sure doorways and walkways are wide enough for a pallet (48" wide).
- ❑ Drivers can bring kits indoors (at a public building) but NOT up or down stairs.
- ❑ To speed up unloading and organizing your items, please plan on having one volunteer for every 100 items delivered. Remind your volunteers to meet you at the delivery location before your delivery time.
- ❑ When the driver arrives, he or she will help unload and count your order to ensure everything is accurate.
- ❑ After counting your order, please sign the invoice and give the driver your organization check, cashier's check or money order. Please make check payable to **Little Caesars Pizza Kit Fundraising Program (LCPK)**. If there are any missing or damaged items make sure to note that on the driver's invoice.
- ❑ Little Caesars® Pizza Kit Fundraising Program cannot be responsible for shortages once the invoice has been signed by a member of your School/Organization.
- ❑ If there are shortages or damaged items please call Little Caesars Pizza Kit Fundraising Program at **1-888-4-LC-KITS** (1-888-452-5487).

Item Distribution

- ❑ Please refer to the enclosed **Delivery Day Layout Guides** for easy and organized product distribution.
- ❑ Visit PizzaKit.com to print out **Product Delivery Day Signs**. You can find the Product Delivery Signs at the "How it Works" link, Chairperson Packet. Or call 1-888-4-LC-KITS (1-888-452-5487).
- ❑ Be sure to allow enough time to sort your order before having parents arrive to pick up their items.

Scheduling Your Next Little Caesars® Pizza Kit Fundraiser

- ❑ Choose the dates for your next Little Caesars® Pizza Kit Fundraiser.
- ❑ Register your fundraiser online or call our friendly representatives at our toll-free phone number 1-888-4-LC-KITS (1-888-452-5487).
- ❑ Confirm your delivery date and time with our representative.
- ❑ We will provide you with everything you need to start your fundraiser including: **FREE** order forms, **FREE** posters, and **FREE** Kick-Off tools.



Questions?

Our Friendly! Friendly! Representatives are available
Monday - Friday 8:30 a.m. - 8:00 p.m. ET
1-888-4-LC-KITS (1-888-452-5487) • Fax: 313-983-6101 • PizzaKit.com