

DQ Cake Certificates Fundraising

Instructions for Students/Parents

Basic Info

To participate in this program, you will only need a customer order form, and plenty of copies of the flyer to distribute to customers. You will be **collecting the money from people up front**, and **distributing the certificates at a later time**. At the end of **each selling period**, participating students will **turn in to the lock box an envelope marked with their Name, Grade, Total Dollar Amount & labled DQ Cakes**. The envelope will contain the cash and/or **checks made out to CHS Band Boosters**, as well as the **completed order form**. We will then fill each order and return to the students an envelope containing the required amount of certificates marked with their name, grade, & DQ Cakes. We will have each student's order **ready to distribute to their customers within three days** following each due date. Each **Two Week Selling Period** will always end on a Monday, and certificates will always be ready for the students to pick up on Thursday of that same week. The two week selling intervals are in place to prevent customers from having to wait too long to receive their certificates. **The following is a summary of pricing and your profit:**

****** For every 10 cakes sold you receive a \$10 Dairy Queen gift card good at any DQ locations ******

Cake Certificate	Selling Price	Your Profit
8" Round	\$18.00	\$7.00
10" Round	\$20.00	\$7.50
8" Blizzard	\$20.00	\$8.00
10" Blizzard	\$22.00	\$8.50
Sheet	\$24.00	\$9.00

How to Participate:

1. Go to www.chsbandboosters.com to **download and save the customer order form and flyer**.
2. Print out order form(s) and plenty of copies of the flyer. The flyer can also be attached and sent to friends and relatives via email. At the bottom of each flyer is a space for you to write your contact info so your customers know who to call if they want more certificates. Now you're ready to start selling.
3. Fill in your order form(s) with your **customers' contact information and their order** as you go along. **Money MUST be collected up front**. Also, please **remind your customer's**:
 - a. That they will receive their certificates based on the timetable listed below
 - b. That the **certificates are only redeemable at the Coppell DQ**
 - c. That they need to **call 24 hrs in advance** 972-393-1347 to ensure availability of their desired cake
4. **By the due date** of each selling period, you will have needed to **turn into the lock box your envelope** (labeled with your Name, Grade, & DQ Cakes) containing your **completed order form** and the **corresponding payment**.
 - a. The **due date** for the **first selling period** is **Monday, September 29, 2008**.
 - b. **Students will be held responsible for any payment shortages.**
5. You will **receive your certificates** to be distributed to your customers **no later than Thursday, October 2, 2008** for the initial sales period.
6. All subsequent selling periods will occur in 2 week intervals following the end of the initial period on Monday, September 29, 2008. **The following is a summary of the selling and distribution timetable:**

Selling Period Begins:	Selling Period Ends:	Distribution for Period Begins:
Tuesday, September 9, 2008	Monday, September 29, 2008	Thursday, October 2, 2008
Tuesday, September 30, 2008	Monday, October 13, 2008	Thursday, October 16, 2008
Tuesday, October 14, 2008	Monday, October 27, 2008	Thursday, October 30, 2008