



Questions: (813) 892 - 4928
Contact Sherron Small Sr.,
Fundraising Representative
Monday thru Friday: 8 am – 8 pm, EST
24 hours a day via Email: info@MrCoffeeConcierge.com
Mr. Coffee Concierge - Fundraising Vendor

Fundraiser Agreement

Fundraising Overview

The following outlines the agreed terms between the _____ (Organization name) and Mr. Coffee Concierge, as they relate to a fundraising/business partnership for the 20 - 20 school year.

(Please Print)

Group/Organization Name: _____

Shipping or delivery address for order forms and product deliveries:

Address, City, State, Zip: _____

(Please provide 2 phone numbers)

Chairperson's Contact Name: _____

Chairperson's Email: _____

Phone-Day: Evening: _____

School Liaison's Contact Name: _____

School Liaison's Email: _____

Phone-Day: Evening: _____

Fundraiser Goals: _____

Expected Number of Participants: _____ (Student enrollment size)

Fundraiser Effective Dates:

Fundraiser Start date: _____ Fundraiser End Date: _____

If located in Florida, is your organization Tax Exempt? NO YES # _____

Product & Printing Cost:

- Administrative and printing expenses will be deducted from product sales. Your organization keeps 100% of the net profit.

Incentives:

- The fundraising incentives will be the responsibility of each organization for all associated cost.
- During the pre-fundraiser launch, organizers will receive a complimentary coffee & tea bar (maximum 25 participants).

Proceeds:

- (Organization name) will receive all profits from collected funds minus product and printing cost.
- Profit per box of coffee, tea, or hot chocolate will be \$8-10 per box.
- After product payments are received, product deliveries will be received 10-14 business days.

SAMPLE PROFIT CHART		
NUMBER OF STUDENT/PARTICIPANTS	NUMBER OF BOXES SOLD	PROJECTED NET PROFIT
1	10 boxes sold	\$100
20	10 boxes sold	\$2,000
50	10 boxes sold	\$5,000
100	10 boxes sold	\$10,000

School's Fundraiser Implementation Responsibilities:

- Promote in homeroom classes
- Promote during school announcements at the end of the day
- Promote on the morning show
- Promote during the assembly
- Promote in the school newsletter
- Promote sending order forms & flyers home with students
- Schedule a date for a school-wide assembly to launch the school fundraiser and share other pertinent school announcements or recognition ceremonies such as weekly attendance or Terrific Kids.
- Promote during school programs held in the evening (chorus, curriculum or conference nights, PTA meetings, etc.)
- Schedule a parent pick up date for orders during parent/teacher conference night or school-wide event. (recommended)

School Ordering Instructions:

- Distribute order forms for each participant.
- Have participants pre-sell fundraising products and collect payment.
- At the end of your sales period, gather the order forms and money and tally them all together. Use the receipt log to record money's collected by class from each student.
- We will deliver all items to your school which you then distribute to your participants.

Packaging & Delivery:

- The fundraising company Mr. Coffee Concierge will be responsible for packaging and site delivery of orders. The school will be responsible for distribution to individual students with a recommended parent pick-up day.
- Upon the fundraiser completion date, orders will be packed, shipped, and delivered on-site for distribution 3-4 weeks after the fundraiser end date.

Agreement:

I have read, understand and agree with the Terms and Conditions listed above and have authorization to sign on behalf of my organization (Please retain signed photocopy of the agreement form).

Any changes to this agreement must be agreed upon by both parties (Organization Name) and Mr. Coffee Concierge either in writing or by email confirmation.

Sherron Small, Owner Mr. Coffee Concierge

Date

(Organization Representative)

Date