



LobotoME No Brainer Fundraising Program

CHAIRPERSON CHECKLIST

6 Simple Steps to our No Brainer Fundraising Program

- 1. Review our information.**
Download info to present to your PTA.
- 2. Register your school and organization.**
Request number of catalogs (one per participating student or family).
- 3. Receive your catalogs and materials within 1-2 weeks.**
- 4. Start your fundraiser!**
Set collection date on front page of catalog.
- 5. Collect forms and individual checks.**
- 6. Send in master order form and one check or money order** to LobotoME, LLC or pay with credit card.

Your order will arrive at your school within 1-3 weeks via UPS Ground. Plastic bags will arrive with the items for distribution to students/participants.

NOTE: Please use the Master Order Form when placing your organization's total order. Please remember that payment must be made with a single check or money order made payable to LobotoME, LLC or a credit card (please call us at 832.582.4712 for CC processing questions).

A friendly reminder to Colorado-based schools and organizations:

If you are tax-exempt, please submit your Texas Sales Tax # on the Master Order Form and fax us a copy to: 832.460.3042. If you do not have a Texas Sales Tax #, you will need to add sales tax to the total order amount on the Master Order Form.

If you have any questions please contact us at info@LobotoME.com or call us at 832.582.4712

Tips for a Successful Fundraising Campaign

1. Use the color catalog to capture the prospective customer's attention. It also serves as the order form for each member of your group who will be selling.
2. Give a color catalog to each member of your group who will be selling. Have the sellers write their name on the order form on the back page of the catalog. Be sure to set the order due date for your organizations fundraiser and write that in the space on the front of each catalog (or apply labels with this information in the space available).
3. Remind students and participants on a weekly basis about the fundraiser and perhaps consider offering some contest for best student or classroom participation. Prize ideas include: Pizza for the class, a day trip to a local recreation center, a gift certificate to a local bookstore, etc.
4. When it's time for the sellers to turn in their orders, ask each seller to verify that the orders taken and the money they've collected matches. Then have them submit their order forms and checks to you. Make a copy of individual order forms that you can send home with each student with product once it arrives. Using the seller's individual order forms, complete the Master Order Form for your organization's total order. Mail the Master Order Form with one check or money order made payable to LobotoME, LLC - 6438 Cindy Lane, Houston, TX 77008, or submit a Credit Card for faster processing. If paying with a credit card you may fax your Master Order Form to: 832.460.3042.
5. To determine your school or organizations profits, simply deduct Total Amount Due LobotoME from the Total Amount Collected! Congratulations! You've just earned 50% of what you've sold!
6. LobotoME will process your order upon receipt and cleared payment. You will receive an order confirmation and shipping tracking information sent to the email address on the Master Order Form. Your groups order will arrive in a master-shipping carton with same items sorted together. You will receive delivery bags to put items in to send home with students and participants.

Best Wishes for a FUN and Successful No Brainer Fundraising campaign!

