

## A GUIDE FOR UNITEDSCRIP'S FUNDRAISING FLYER PROGRAM

[illegible]

# Table of Contents

---

<i>ScripRedefined</i>	3
<i>Announce&amp;Promote</i>	4
<i>Hints&amp;Helps</i>	4
<i>Support Materials</i>	5
<b>GETTING STARTED</b>	6
<i>FundraisingChair or ScripCoordinator Notes</i>	6
<i>Instructions for Entering your flyer orders</i>	7
<i>Instructions for Checking and Distribution of your Flyer Orders</i>	10
<i>Important Facts to Know About your Gift Card Fundraiser</i>	12
<i>Poster Samples available for Order from UnitedScrip</i>	13
<i>Individual Member Registration &amp; Ordering</i>	15
<i>Letter sample to Families and Friends</i>	18
<i>Letter sample to Businesses</i>	19
<i>Supplemental Order Form for Regional Gift Cards</i>	20

# ScripRedefined

**A Great New Optional Scrip Order Form** with the familiar look of a traditional fundraising program *that is perfect for Back-to-School Holidays, Special Events, End-of-Year or any occasion.*

or the first  
being  
  
sure  
associates.

**F** time in the history of Scrip, a fresh new approach has been developed by UnitedScrip and is offered exclusively to our non-profit organizations. Our new Fundraising Flyer Program® order form brings a traditional ordering/selling form option that everyone recognizes instantly and is to energize your Scrip Program's appeal to your participants, their friends, family and

---

**Even if your group orders on a regular basis, this form will be a great way to boost your holiday sales.**

---

**BASED ON THE REALIZATION** *that some groups may prefer a fundraising program with a definite beginning and end date, we have created this new optional program that gives your group the opportunity to focus on Scrip as a "one-time" fundraiser, offering gift cards to friends, family, neighbors, and co-workers for their everyday spending, holiday gift giving or special occasions!*

Designed in a traditional fundraising order form format, our program is beautifully presented in this FREE, full-color 11 inch x 25.5 inch tri-folded order form. The flyer features 126 of our most popular Retailers, including 93 Retailers with locations Nationwide and 33 additional Regional or Local Retailers, chosen specifically for your area. These order forms allow your *nonprofit organization* to offer a one-time fundraising campaign not only for the upcoming holidays but also for any specific goal or special event for which your group is seeking fundraising revenue. Throughout the year the program will provide a great way to introduce your Scrip program to new families and supporters.

We are thrilled to offer this new program to our groups. We have printed a limited number of flyers (75,000) for the Holiday Season. Be sure to reserve your copies ASAP! A Reservation Form is included in this Information Package or may be downloaded at [www.unitedscrip.com/OneTimeFlyerReservations](http://www.unitedscrip.com/OneTimeFlyerReservations)

After reviewing the enclosed Fundraising Flyer Kit, please let us know if you need further assistance or have any additional questions.

Thank you for your interest in our new optional Scrip Fundraising Flyer Program. We look forward to working with you and are confident this this program will

**‘Make a Difference’ for your Organization!**

# Announce&Promote



## Announce/Promote the Sale

*The Fundraising Flyer brings a fresh new approach that is instantly recognized by members. The Traditional Flyer Format requires little or no explanation, but as in every fundraising program, it is important to inform your families of your dates, goals, and ordering process. Flyers, posters, email blasts, displays all draw attention to your program.*






- ❖ Send an **Intro Letter** before the actual launch date to announce program, a sample is included and the template is available to customize for your group.
- ❖ Send home the **Fundraiser Flyer Forms** and **instruction page** to each family in your group.
- ❖ Supplemental blank order forms are available to add local or regional retailers to your program.
- ❖ **Posters** are included with your pack. Utilize to announce and remind your participants about the sale by hanging in the halls of your school or organization. Additional Holiday Flyers and Posters are also available upon request.
- ❖ Download this entire document on [www.ScripZone.com](http://www.ScripZone.com) from the Fundraising Flyer Center to customize or change important info.

## Hints&Helps

- ❖ **Generate excitement by** including the children in the program by sponsoring a Holiday, Special Occasions Card or Gift Tag contest among the students. Mount the children's pictures on sheets of paper and tape in the hallway, allow students to vote by sticking stars or ribbons around the pictures. Teachers or parents could also choose the winning card or tag. Make posters of the winning cards and display in the entrance to your facility. All of the cards or tags can be printed and returned with the parents orders. A simple template is available in the Fundraising Flyer Center for download.
- ❖ **Set up a display** of wrapped gifts.
- ❖ Use some of the profit from your sale to buy a gift card for the family with the top sales.
- ❖ If you plan to have a competition between classrooms, you will need to set up each class as a team before giving out packets.
- ❖ Ask your families to give forms to their **employers for holiday bonus giving**. A sample letter is included here and is available to download from the Fundraising Flyer Center. Please customize or change important info to reflect your group.
- ❖ Share with your families **Why** and **Where** you are utilizing the profit made from the fundraising campaign. Be specific, people want to know and will participate more if it affects them personally!
- ❖ Remind your members that Every Gift Card sold generates a Profit for your Organization!

# Support Materials

*Samples of each are included in this packet. The following information can be found at [www.scripzone.com](http://www.scripzone.com) in the Fundraising Flyer Center. Please feel free to customize the documents to meet your needs.*

-  Step by step instruction for parents/members. It is the Coordinator's responsibility to communicate the details of the campaign including how to tally the order form, submitting the forms and the fundraising campaign start and finish date.
-  Step by step instructions for Coordinator
-  Detailed instructions for online ordering for Coordinator
-  Detailed instructions for checking and distribution of the order
-  If you plan to have a competition between classrooms, you will need to set up each class as a team before giving out packets.

# GETTING STARTED

## FundraisingChair or ScripCoordinator Notes



UnitedScrip, Inc. has developed an online ordering system that makes fundraising easier for Scrip Coordinators or Fundraising Chairmen. *If you have any questions, please do not hesitate to call and we will be happy to walk you through any part of the process.* When your participants place their orders online, those orders remain in a cart until you have checked the orders and approved them. Most of you will have a combination of online orders and order forms that are handed in to you. ScripZone allows your organization to have one central location to compile all of the orders.

**Set Up ScripZone.com** (This step is only for group coordinators not already established with UnitedScrip)

- Before handing out packets to your participants log on to [www.scripzone.com](http://www.scripzone.com) and click on New User.
- Register using your name and the group delivery address.
- Enter the Group Id: \_\_\_\_\_
- Make sure the payment options you have chosen for your organization are correct by clicking on “Go to Place an Order” and checking the Payment Method drop down box.
- Send an email to [info@unitedscrip.com](mailto:info@unitedscrip.com) stating you have registered so we can connect you as the group coordinator.

### Credit Card Payment Information

- ScripZone allows you to accept Visa and MasterCard credit cards. If you have decided to accept credit cards, the customer will need to place the order online themselves and your families will need to be able to give ordering instructions to their customers. A business card sized template for these instructions may be found on the group admin home page of ScripZone.com. Fill out the order due and order return dates and then email the template to your families. They will need to fill out the email information, print off the form, and have the cards ready to give to their customers.
- Your organization may have opted to allow customers who pay with a credit card to also pay to have the order sent directly to them. If someone places an order and pays to have it shipped then you will see the order but you will not need to do anything with that order.
- Profit from credit card orders will be applied toward your compiled order. We will email a statement showing the final amount your organization owes.

### Organizing your group's ScripZone website

*Please note: More than one person can be online simultaneously under the same Group User Name and Password. You may assemble a team of volunteers to work on submitting and/or entering the orders and checking payment.*

### Sending packets home

- If your participants are placing orders online or you are allowing customers to pay with a credit card, you will need to make sure your organization's **Group ID is filled in on each packet.**

## ➤ Easy Ordering

**STEP ONE:** Select the easy Ordering from the group homepage.



Figure 1. Select the Easy Order Option

**STEP TWO:** Select the family member and team for the order.

### Entering One Time Orders

Member: AHim, Maria

Select Gift Card

- 1-800-Baskets \$20.00
- 1-800-Baskets \$20.00
- 1-800-Baskets \$20.00
- 1-800-Baskets \$20.00

Team: Fifth Grade

Enter Quantity

Add Certificate to Order

Select your Member

Select your Team

Compile Flyer Order    Preview All Orders    Deposit Slip

UnitedScrip Summary    Local Certificates    Summary Of All Orders

Summary By Families

Placed By	Order #	Date	Total	Payments	Profit			
Ramsey Carol	99946	11/23/12	\$200.00	\$0.00	\$5.00	<a href="#">Order Details</a>	<a href="#">Edit Order</a>	<a href="#">Edit Payments</a>

List of your latest One Time Flyer Orders

Figure 2. Select the member that placed the order. Select the team.

**STEP THREE:** Select the gift cards and quantity for each family.



### Entering One Time Orders

Member:  Team:

**Select Gift Card**

- 
- 
- 
-

**Enter Quantity**

- 
- 
- 
-

[Add Certificate to Cart](#)

Enter quantities for order. You can enter up to 4 certificates at once.

Click here to Add to Cart

**Cart**

Gift Card	Denomination	Quantity	Subtotal	
Hyatt Place	\$25.00	1	\$25.00	<a href="#">Delete</a>
Walmart	\$100.00	2	\$200.00	<a href="#">Delete</a>
			Total Amount:	\$225.00

Date Placed:

Select Payment Type:  Amount:  Payment Info:

Purchased by/Phone/Check #:

[Update Member Cart](#)
[Create and Add New Order](#)
[Create Order](#)

[Compile Flyer Order](#)
[Preview All Orders](#)
[Deposit Slip](#)

[UnitedScrip Summary](#)
[Local Certificates](#)
[Summary Of All Orders](#)

[Summary By Families](#)

Placed By	Order #	Date	Total	Payments	Profit			
Rampey Carol	99946	11/23/12	\$200.00	\$0.00	\$5.00	<a href="#">Order Details</a>	<a href="#">Edit Order</a>	<a href="#">Edit Payments</a>

Figure 3.

Select certificates and enter quantity for each certificate. Click the Add Certificate to Cart button

**STEP FOUR:** Enter the information about your member and click the Create and Add New Order button. Keep creating orders until you are done.

### Entering One Time Orders

Member:  Team:

**Select Gift Card**

- 
- 
- 
-

**Enter Quantity**

- 
- 
- 
-

[Add Certificate to Cart](#)

Click Here to Create & Add a New Order

**Gift Card**

Gift Card	Denomination	Quantity	Subtotal	
Hyatt Place	\$25.00	1	\$25.00	<a href="#">Delete</a>
Walmart	\$100.00	2	\$200.00	<a href="#">Delete</a>
			Total Amount:	\$225.00

Date Placed:

Select Payment Type:  Amount:  Payment Info:

Purchased by/Phone/Check #:

[Update Member Cart](#)
[Create and Add New Order](#)
[Create Order](#)

[Compile Flyer Order](#)
[Preview All Orders](#)
[Deposit Slip](#)

[UnitedScrip Summary](#)
[Local Certificates](#)
[Summary Of All Orders](#)

[Summary By Families](#)

Placed By	Order #	Date	Total	Payments	Profit			
Rampey Carol	99946	11/23/12	\$200.00	\$0.00	\$5.00	<a href="#">Order Details</a>	<a href="#">Edit Order</a>	<a href="#">Edit Payments</a>

Figure 4. Click in the Create and Add New Order. Repeat this process until you have entered all your orders. Please note that you don't have to enter all order at once.

**STEP FIVE:** When you are done entering your orders, click on the Compile Flyer Order button. You can use any of reports options to check your orders before you compile





Figure 5. When you are ready to place your order, just Click in the Compile Flyer Order option.

# Instructions for Checking & Distribution of the Orders

When your order is received, included will be:

- A summarized invoice
- Gift cards will be packed in the order they are listed on the invoice.
- *Paper certificates will be packed with the invoice.*
- A report with the details of each order

## Step 1: Count the cards

**Before** dividing the cards into each person's order, make sure that you have the correct number of cards listed on the invoice. Now is the time to find a problem. If you pack orders as you count, then discover a problem, every order will have to be opened and rechecked. When counting cards, if you think you are missing a card, check to make sure they are not **stuck together**. Many cards will stick together and seem like one card. If there is any problem, now is the time to call UnitedScrip. **Do Not fill any cards if there is a problem.**

## Step 2: Distribution of Orders:

**Details For Order Compile: 48**

Order Placed By: Any Name  
 Order Number: 16357  
 Notes: Entered By Group Leader  
 Team: **Holiday Flyer**  
 Delivery Notes: **GrandMother**  
 Comments: Order Entered by Group Leader: MARTHA HUEY

Order Placed On: Saturday, November 10, 2012 12:10/2010 12:00:00 AM  
 Payment Method: Paid to Group  
 Phone: 864-555-5555  
 Delivery Instructions: **Grandmother's House**

Certificate	Qty	Inv	Profit	Subtotal
1- Dunkin Donuts \$10.00	3	<input type="checkbox"/>	\$1.20	\$30.00
2- Honey Baked Ham \$25.00	1	<input type="checkbox"/>	\$3.75	\$25.00
3- Lowe's Home Improvement \$25.00	1	<input type="checkbox"/>	\$1.00	\$25.00
4- Wendy's \$10.00	2	<input type="checkbox"/>	\$0.80	\$20.00
<b>Total Profit: \$6.75</b>			<b>Total Cost: \$100.00</b>	

Order Placed By: Any Name  
 Order Number: 16358  
 Notes: Entered By Group Leader  
 Team: \$50  
 Delivery Notes:  
 Comments: Order Entered by Group Leader: JACKIE JACKSON - SMA

Order Placed On: 12/10/2010 3:15:42 PM  
 Payment Method: Paid to Group  
 Phone:  
 Delivery Instructions:

Certificate	Qty	Inv	Profit	Subtotal
1- Bath & Body Works \$10.00	2	<input type="checkbox"/>	\$3.60	\$20.00
2- Patz Cafe \$10.00	1	<input type="checkbox"/>	\$1.20	\$10.00
3- Olive Garden \$10.00	1	<input type="checkbox"/>	\$0.90	\$10.00
4- Olive Garden \$25.00	1	<input type="checkbox"/>	\$2.25	\$25.00
5- Subway \$10.00	1	<input type="checkbox"/>	\$0.40	\$10.00
6- Walmart \$25.00	1	<input type="checkbox"/>	\$0.50	\$25.00
<b>Total Profit: \$8.85</b>			<b>Total Cost: \$100.00</b>	

Order Placed By: Any Name  
 Order Number: 16359  
 Notes: Entered By Group Leader  
 Team: General Fund  
 Delivery Notes:  
 Comments: Order Entered by Group Leader: ANGEL KELLEY - SMA


Order Placed On: 12/10/2010 12:00:00 AM  
 Payment Method: Paid to Group  
 Phone:  
 Delivery Instructions:


Certificate	Qty	Inv	Profit	Subtotal
1- Bath & Body Works \$10.00	2	<input type="checkbox"/>	\$3.60	\$20.00
2- Belk Department Store \$25.00	1	<input type="checkbox"/>	\$2.50	\$25.00
3- Cracker Barrel \$25.00	1	<input type="checkbox"/>	\$2.25	\$25.00
4- Red Lobster \$25.00	1	<input type="checkbox"/>	\$2.25	\$25.00


**Annotations:**

- Your Organization's Parent or Member:** Points to "Any Name" in the first order header.
- Name of Individual Placing Order:** Points to "Grandmother's House" in the first order delivery instructions.
- Items Ordered by Individual:** Points to the item list in the first order.
- Amount \$ Paid:** Points to "Total Cost: \$100.00" in the first order.
- Profit Generated:** Points to "Total Profit: \$6.75" in the first order.
- Next Order:** Points to the second order header.

**Print the Order Details** from the “**Compilation Details Report**”, cut it apart by *Individual Customer* orders and **include** it in the envelope with their cards.

 Use the Summary by Family report to help you distribute cards to a participant.

 As you fill the orders, pay close attention to the **denomination** of the card that you are placing in the envelope.

 You may want to include a thank you note for participating in your fundraiser. Two “Thank You” templates that will fit inside the envelope may be found on the One Time Flyer Center Page.

UnitedScrip, Inc.  
864.886.9701  
info@unitedscrip.com

## ***Important Facts to Know About your Gift Card Fundraiser***

---

### **Facts about Gift Cards**

- Many of the cards are redeemable at multiple locations – see the back of the order form for listings.
- Most gift cards have no expiration date or fees and may be redeemed in store locations nationwide or online.
- Each gift card is valued at the purchase price (example: \$25 cash = \$25 gift card). Profits for the fundraiser are donated by the retailers.
- Cards can be redeemed through multiple purchases until balance is depleted or combined for a single purchase.

### **Reasons to Buy Gift Cards**

- Gift cards are always the right size and color!
- Great for Holiday gift giving.
- Buy cards to redeem for Holiday purchases
- Don't forget to buy cards to redeem for everyday purchases (groceries and gas).

### **Order Deadline**

- Please return order forms and money on or before \_\_\_\_\_

**\*\*Supporters can continue to support your organization online 24/7.**

**Placing your order Online at [www.ScripZone.com](http://www.ScripZone.com)**

- Log on to ScripZone.
- Click on New User
- Register and Join your Group with  
Group Id \_\_\_\_\_
- Click on the "One Time Fundraiser" button for a step-by-step guide to placing your orders.

## Available Posters

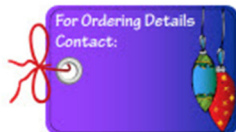
This holiday season...



Let every Gift Card you buy  
Every Gift you share  
Make a Difference!



[www.ScripZone.com](http://www.ScripZone.com)



Scrip Makes it Easy  
You make it Count!

[www.UnitedScrip.com](http://www.UnitedScrip.com)



In partnership with UnitedScrip, Inc.

## Gift Tag Poster

This year, you can make  
the magic mean more.

Scrip makes it easy! Order today!

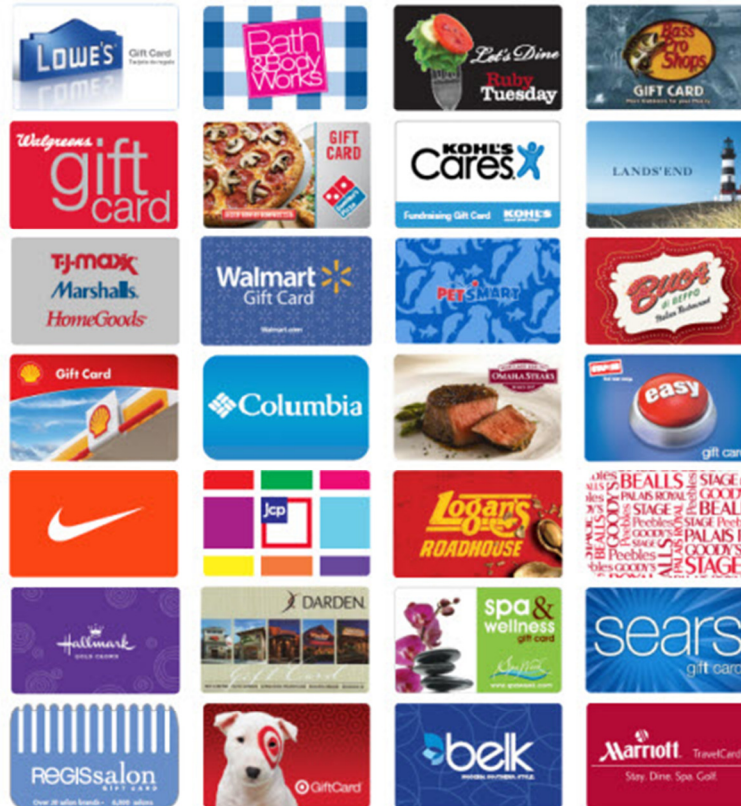
In partnership with [www.unitedscrip.com](http://www.unitedscrip.com)

## Holiday Branch



# UNITEDSCRIP

Turn your everyday purchases into everyday giving!



The Fundraising Program that offers the Gift Cards everyone loves to give, receive, and use everyday!

Orders Due:

Contact:

Group ID:

Order Online 24/7 @ [www.scripzone.com](http://www.scripzone.com)

## Gift Cards Poster

36" X 24" Full Color Gift Card Posters

# Member Registration&Ordering

*To place your orders from your Fundraising Flyer online go to [www.scripzone.com](http://www.scripzone.com). If you are not a Registered User, please register as a New User.*

*You may view or print  
a complete listing of  
available  
Gift Cards from the  
Retailers List Tab..*



Create your **User Name** and **Password** and include a valid **Email address** and **security question**. *This site is a GeoTrust site and has firewalls in place for your protection. (UnitedScrip NEVER sells or shares emails or member information)*

**Registration Form**

Begin today supporting your nonprofit organization by creating your online ScripZone.com account below. Once registered, you may join your group or groups that you plan to support with your purchases. The Group's Unique Id can be obtained from your Organization Leader.

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question: **What is the name of your High School?** ▼

Security Answer:

Note: By creating a user you agree to Scripzone.com terms and conditions. We may send you e-mails regarding your orders in scripzone.com, group activities, and other special promotions.

**Registration Form**

Begin today supporting your nonprofit organization by creating your online ScripZone.com account below. Once registered, you may join your group or groups that you plan to support with your purchases. The Group's Unique Id can be obtained from your Organization Leader.

You are almost done. Please complete the following information:

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

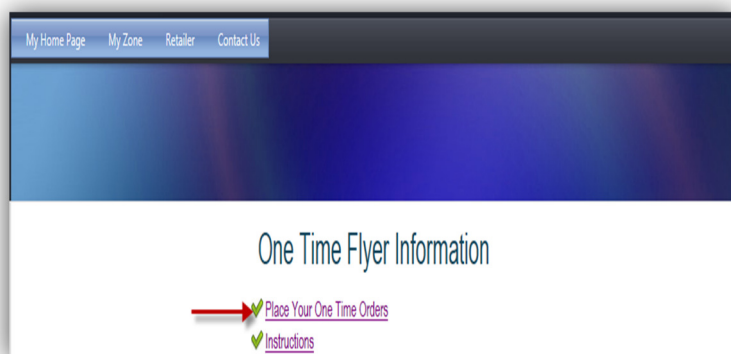
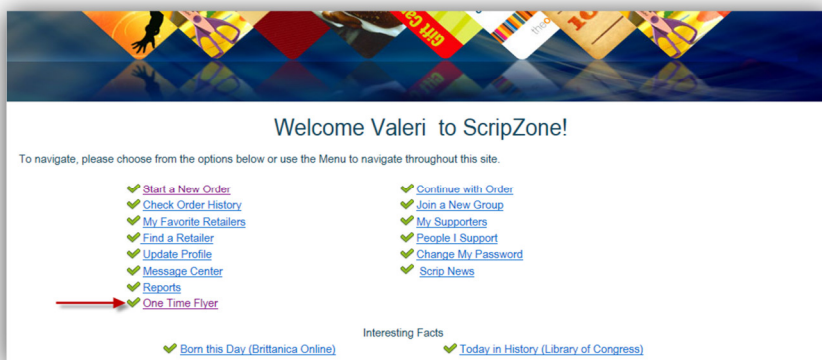
Providing your completed contact information will allow you to receive emailed copies of your orders.

Once completed, you will be prompted to **“Join your Group”** with the Group Id provided by your organization.



*To begin ordering:*

Click on:  
“One Time  
Flyer” link at  
the bottom of  
the first  
column.



This flyer is available to  
download from the  
Information Link

Orders”

Click on: “Place Your One Time

*Entering each customer’s order separately from your flyer will  
provide you with a receipt to give each customer when returning the  
order.*

Tab or Click in  
the first drop down and  
begin typing the  
Retailer or use the drop-

down feature, then tab and enter quantity for each card ordered.

You can list up to four cards, then click **“Add Gift Card to Shopping Cart”**.

- The first four items ordered move to the Shopping Cart.
- Enter any additional cards ordered, and **“Add to the Shopping Cart”**.
- Once the order is complete, PLEASE confirm Retailers and quantities of your order. To update or edit or delete, make changes and click **“Update My Cart”** to complete changes.
- Add Customer’s **“Name/Phone/Check #”**
- Check balance total against payment (Confirm Cash or Check match Total Amount)
- Click **“Add and Create New Order”** to begin a new order.

Follow Steps 1-4 until you have completed all the orders on your flyer.

After entering your **Final Order** from Flyer click **“Create Order”** to complete your ordering process.

All orders are listed with a unique Order ID.

You may view and print the order by clicking on the Order Id Number.

**One Time Flyer**

Gift Card 1:

Quantity 1:

Gift Card 2:

Quantity 2:

Gift Card 3:

Quantity 3:

Gift Card 4:

Quantity 4:

**Add Gift Card(s) To Shopping Cart**

Gift Card	Denomination	Quantity	Subtotal	
ACME	\$50.00	2	\$100.00	<a href="#">Delete</a>
Baby Depot	\$25.00	1	\$25.00	<a href="#">Delete</a>
Brooks Brothers	\$25.00	3	\$75.00	<a href="#">Delete</a>
Chili's	\$25.00	5	\$125.00	<a href="#">Delete</a>
			<b>Total Amount</b>	\$325.00

Purchased by/Phone/Check #:

[Update My Cart](#)

[Add and Create New Order](#)

[Create Order](#)

Your Lastest Orders

Line #	Order ID	Order Placed On	Total	Comments
1	96934	11/8/2012	\$3,800.00	One Time Flyer: Jack and Jill's Order
2	97427	11/12/2012	\$1,000.00	One Time Flyer: Uncle Austin, 864-555-5555
3	97989	11/13/2012	\$300.00	One Time Flyer: Next door neighbor, neighbors@gmail.com 864-555-5555
4	97990	11/13/2012	\$200.00	One Time Flyer: Sally Smith 8648881212, email@gmail.com

**School Name**

Date

Dear Parents;

*It is hard to believe that Christmas is around the corner, somewhere just past Thanksgiving, report cards, car pools and ball games! It is always a whirlwind and we know the rush can sometimes take the joy out of this wonderful season.*



**O**ur School would like to help make the Holidays a little easier, less stressful and perhaps more enjoyable this year while **you** make a difference for our programs, children and school. You can help us by considering our Scrip Program as a source for your holiday buying! We have Gift Cards from over 400 local and National Retailers. Each would make great gifts for family, friends, teachers, employers, and associates on your lists! Our school buys these Gift Cards at a discount and then sells them to you at face value. We can generate profits on each card ranging from 2% -20% on gifts you plan to buy anyway! Why not give a gift that will benefit more than just the person who receives it!

Included with this letter is an order form listing the Gift Cards that are available to purchase at their full face value.

**Ordering is simple**--each Gift Card and the denominations available are listed on the enclosed form. Just write the number of Gift Cards needed in the space provided. Total your order and attach a check made out to our school and return by **ENTER DATE**. Gift Cards will be returned to you by **ENTER DATE**.

***Remember with every purchase you make, every gift you share, can be an investment in the children of our school, the school programs, and our community.***

We hope to make your Holiday shopping for 2012 the best ever!

Sincerely,

P.S. If you are an employee of a corporation that remembers you with a gift during the Holiday Season, please see the Scrip Coordinator for a Corporation Holiday Letter. Perhaps your business can help make a difference for our school this Season!

(School Name)



Dear Friends of (School Name);

*As a school, we strive every day to make a difference in the lives of every child entrusted to us! To supplement the educational process, we employ many different avenues to accomplish this goal, including field trips, computers, books, and playground equipment, just to name a few. These wonderful resources all contribute to the education and health of our children, but they also stretch our limited finances.*

As a business, we know how much you value your employees and customers. At this time of year, these relationships are often recognized through employee gifts and/or customer incentives. We wanted to let you know those gifts or incentives could make a difference for our School, with *no added cost or expense* to your company. We would like to be the source for your holiday buying or employee bonus and gift giving!

We have Gift Cards from over 500 local and national retailers, **activated and free of additional charges**. Each would make great gifts for employees, or associates on your lists! Our School will generate profit ranging from 2% -20% on any Gift Cards your company might wish to purchase.

**Ordering is simple**--Available Gift Cards and denominations are listed on the enclosed form. (Additional denominations are available upon request) Please complete the form and attach a check made out to the **School Name** and return to **School Name by ENTER DATE**. The Gift Cards will be returned to you by **ENTER DATE**. **\*\*\* (PLEASE CHECK WITH UNITESCRIP FOR DATES) \*\*\***

***Remember every gift you give will make a difference for the children of our community and our School. Together, we can work to strengthen our community... one child at a time!***

Sincerely,

Supplemental Order Forms are available if your group would like to offer additional Retailers to your family, friends and co-workers, you may customize forms available in excel or pdf formats.

Supplemental Order Form																																
Name of School or Group _____ Student / Member Name: _____ Orders Due: _____ Gift Cards will be returned BY _____ Make Checks Payable to Group: _____																										Grand Total \$ Due						
Name and Phone																																
1																																
2																																
3																																
4																																
5																																
6																																
7																																
8																																
9																																
10																																
11																																
12																																
13																																
14																																
15																																
Total # of Cards per Retailers																																
Total \$ per Gift Card																																
Group/Organization Name: _____ Student/Member: _____ Phone: _____ Email: _____ Classroom/Team: _____																																
ORDERS DUE BY																				GRAND TOTAL												