



— HOW TO — Start a Popcorn Fundraiser Program

A practical planning guide for
organizing, promoting, and managing
a well-structured popcorn fundraiser
for schools, teams, churches,
and community groups



**FUNDRAISER
ORDER FORM**

NAME _____
PHONE _____
ORGANIZATION _____

ITEM	QTY	PRICE	TOTAL



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Guide: How to Start a Popcorn Fundraiser Program

This guide is an educational planning resource for people exploring or improving a small food business, fundraising program, vendor operation, or food-related sales process. It is designed to help the reader understand decisions, workflows, costs, controls, and practical implementation steps before committing significant time or money.

Results vary. Revenue, profit, traffic, conversion rates, fundraising totals, customer response, licensing approval, inspection results, supplier pricing, labor availability, and product performance depend on individual execution, local market conditions, compliance requirements, competition, and operating costs.

This guide is not legal, tax, accounting, insurance, financing, food-safety, health-department, employment, zoning, or professional business advice. Readers should verify local requirements with the proper city, county, state, health department, tax, insurance, legal, and professional advisors before starting or operating.

Food businesses must pay careful attention to licensing, sanitation, allergen controls, labeling, temperature control, customer communication, and recordkeeping. Requirements vary by location and product type.

How to Use This Guide

Use this guide to design, sell, manage, produce, deliver, and review a popcorn fundraiser program that organizations can understand and repeat. The focus is implementation: product offer, payout, order handling, seller support, production control, delivery, communication, and post-campaign review.

Read the guide with a specific product, customer, location, and sales channel in mind. The value is in applying each section to a real situation: what you will sell, who you will sell to, where the sale will happen, how money will be collected, how the product will be produced, and how problems will be prevented.

Each major section explains the decision, gives practical implementation guidance, and lists mistakes to avoid. The worksheets at the end are meant to help convert the instruction into an operating checklist, not to replace the instruction.

What a finished plan should include:

- A clearly defined customer and sales channel.
- A limited, manageable product or service offer.
- A pricing structure that includes product cost, labor, packaging, fees, waste, and profit.
- A production or service workflow that can be repeated consistently.
- A compliance checklist for local rules, food safety, labeling, insurance, and permits.
- A launch plan with dates, responsibilities, communication steps, and performance measures.

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1. Design the Fundraiser Before You Sell It

A popcorn fundraiser is not just a product sale. It is a temporary sales system operated with a school, team, church, club, or community organization. The program needs a simple offer, a clear payout, a clean order process, a deadline, a production plan, and a delivery method that the organization can understand and trust.

The strongest fundraisers are easy for supporters to explain. If the buyer cannot quickly understand what is being sold, who benefits, how to order, and when the product arrives, the fundraiser will lose momentum.

The decision this section helps you make

Choose the exact type of fundraiser you will offer before you recruit organizations. A pre-sale fundraiser, an online fundraiser, a pickup event, and a hybrid fundraiser all require different order handling, payment collection, production scheduling, and communication.

How to implement it

1. Select one primary fundraiser format for your first few campaigns instead of offering every option at once.
2. Define the organization payout in plain terms, such as a percentage of gross sales or a fixed dollar amount per item.
3. Limit the first menu to flavors and sizes you can produce consistently during a short production window.
4. Create a timeline that includes launch date, selling period, order deadline, deposit or payment deadline, production week, delivery date, and final payout date.
5. Prepare a one-page explanation that shows the organization exactly what they do and what your business does.

Practical details to build into the operation

A good fundraiser protects both the organization and the seller. The organization should not be forced to manage details it does not understand, and the seller should not accept open-ended deadlines, unclear payment rules, or unlimited flavor choices.

The easiest starting structure is usually a two-week selling period, a clear final order deadline, limited product options, one delivery or pickup date, and one responsible coordinator for the organization.

Every fundraiser should have a written closing process. Late orders, flavor substitutions, unpaid orders, missing seller names, and pickup problems should be handled according to rules explained before the fundraiser starts.

Fundraiser Type	Best Use	Operational Requirement
Paper pre-sale	Schools, teams, churches, youth groups with sellers who can collect orders in person.	Order forms must be clear, totals must be checked, and money handling must be controlled.
Online-only	Supporters are spread out or organization wants less paperwork.	Store page, QR code, payment processing, seller/group credit, and confirmation emails must work.
Hybrid paper + online	Most flexible program for local groups.	Paper and online orders must be merged without duplicating or losing sales.
Event pickup fundraiser	Organization wants one pickup day after sales close.	Requires accurate packing, group sorting, pickup signage, and a problem-resolution table.

Implementation checklist

- The organization name, coordinator, selling dates, payout method, product menu, order deadline, and delivery date are all defined before launch.
- The product menu is small enough for accurate production and packing.
- The payment rules are written before orders are collected.
- A support contact is named for questions during the sale.
- There is a process for late orders and missing payments.

Common mistakes to avoid

- Starting with too many flavors and sizes.
- Letting each seller invent their own deadline.
- Accepting a fundraiser without knowing production capacity.
- Allowing the organization to change payout expectations after sales begin.

Practical example: A new popcorn fundraiser might start with 8 to 12 popular flavors, two bag sizes, one premium category rule, a two-week selling window, a final order deadline on Monday, production the following week, and pickup on a single scheduled date.

2. Build a Product Menu That Sells and Can Be Produced

A fundraiser menu must balance buyer appeal with production control. It is tempting to offer every flavor, but a fundraiser menu has to be easy for sellers to explain, easy for families to order from, and realistic for production.

A small menu also helps the organization. Sellers can focus on best choices instead of overwhelming buyers. The goal is not to show every possible product; the goal is to generate orders with a menu that is clear, profitable, and manageable.

The decision this section helps you make

Decide which flavors, sizes, premium items, bundles, and price points belong in the fundraiser offer. The menu should create enough variety without creating production confusion.

How to implement it

1. Separate products into standard flavors, premium flavors, and specialty-size items if necessary.
2. Choose top sellers first: familiar flavors, attractive combinations, and a few unique options that make the fundraiser feel special.
3. Avoid items that are fragile, hard to make in volume, have short shelf life, require unusual packaging, or create allergen complications unless you already have a strong process.
4. Use simple printed categories: Classic, Cheese, Caramel, Specialty, or Limited Time.
5. Make the order form match the production process. If production is sorted by flavor, the form should collect clear flavor totals.

Practical details to build into the operation

A fundraiser menu should not be identical to a retail menu. Retail customers may enjoy browsing, but fundraisers depend on quick decisions. Supporters often buy to help the group, not to study the whole product line.

Use product descriptions that help selling but do not overpromise. For example: "sweet caramel with a light sea salt finish" is more useful than a long gourmet paragraph.

If premium flavors cost more to produce, show the premium upcharge clearly. Hidden price differences create collection errors and customer frustration.

Menu Choice	Why It Helps	Implementation Tip
Core caramel or sea salted caramel	Broad appeal and good gift value.	Use as a flagship flavor and feature it near the top of the form.
Cheddar or white cheddar	Recognizable savory option.	Offer one or two cheese choices, not every cheese variation.

Menu Choice	Why It Helps	Implementation Tip
Cheddar-caramel mix	Creates a combination option that feels special.	Use a name that is easy to say and easy to remember.
Premium sweet flavors	Can raise order value.	Limit premium flavors and price them separately.
Bundles	Raise average order size.	Create 2-bag or 3-bag bundles with simple choices.

Implementation checklist

- Menu includes best sellers before experimental flavors.
- Each product has a clear size, price, and category.
- Premium pricing is shown plainly.
- Allergen-sensitive items are identified according to applicable rules.
- The final menu can be produced within the delivery schedule.

Common mistakes to avoid

- Using flavor names that customers do not understand.
- Offering products that require different packaging processes without allowing enough labor time.
- Changing the menu after forms have already been distributed.
- Using pictures that do not match the actual product or package size.

3. Set Pricing and Payout So the Program Is Profitable

A fundraiser can produce strong sales and still fail financially if pricing is wrong. The seller must cover ingredient cost, packaging, labels, labor, transaction fees, delivery, waste, samples, advertising, and the organization payout.

The organization usually cares about how much it can earn. The seller must also know whether the remaining amount is enough to operate profitably. A clear payout formula prevents confusion and protects the program.

The decision this section helps you make

Set a retail fundraiser price and payout structure that are easy to explain and still leave enough margin for production, overhead, and profit.

How to implement it

1. Cost each product at the package level, not just by ingredient batch. Include corn, coatings, cheese, oil, chocolate, inclusions, bags, labels, boxes, gloves, and production waste.
2. Add labor time. Fundraisers require order entry, customer support, production, cooling, packaging, sorting, labeling, staging, loading, delivery, and issue resolution.
3. Choose whether payout is a percentage of gross sales, a fixed amount per bag, or a tiered incentive. Percentage is easy to market; fixed amount can be easier to control.
4. Test the payout at low, medium, and high order volumes. A small fundraiser can have high delivery and setup time per order.
5. Decide whether online processing fees are absorbed by the business, included in pricing, or charged separately where allowed.

Practical details to build into the operation

A common mistake is calculating the organization payout before calculating the real cost of fulfillment. If a product sells for \$10 and the organization receives \$5, the remaining \$5 must cover the product, package, labor, fees, delivery, mistakes, and business profit.

Fundraiser pricing should be stable. If customers see different prices online, at events, or on paper, the organization may receive complaints. Use a specific fundraiser menu and fundraiser price list.

For bundles, calculate the blended margin. A bundle may increase order size, but it should not combine too many high-cost products at a discount that destroys profit.

Cost or Revenue Item	What to Include	Why It Matters
Gross sale price	Full customer price before payout.	This is the amount customers and the organization usually understand first.
Organization payout	Percentage or fixed amount promised to the group.	Must be clear before launch.
Product cost	Ingredients, packaging, labels, waste.	Controls real margin.
Labor cost	Order handling, production, packing, delivery, support.	Often underestimated.
Fees and delivery	Cards, online platform, boxes, fuel, event/pickup materials.	Can erase profit on smaller campaigns.

Implementation checklist

- Each product has a unit cost estimate.
- Payout is calculated from gross sales or another clearly defined base.
- Labor and delivery are included in the pricing decision.
- Premium products have enough margin after payout.
- The organization can explain the payout in one sentence.

Common mistakes to avoid

- Promising a payout because it sounds attractive without testing the math.
- Ignoring the cost of sorting and delivery.
- Giving discounts that reduce the organization payout unless that rule is explained.
- Letting seller incentives, prizes, or samples come out of margin without budgeting for them.

4. Recruit Organizations With a Clear Offer

Fundraiser recruitment is not begging for business. It is presenting a simple earning opportunity to organizations that already need money and want a program they can trust. Schools, youth teams, churches, clubs, booster groups, dance teams, band programs, animal rescues, and community groups often need fundraisers, but they also need confidence that the program will not create chaos.

A clear recruitment offer explains who the fundraiser is for, how long it runs, what the group earns, what support is included, and what the coordinator must do.

The decision this section helps you make

Choose the kinds of organizations you want to serve and prepare an outreach message that shows the benefit without overselling or making unrealistic promises.

How to implement it

1. Create a list of target groups by category and geography. Start close to your production area so delivery and support are manageable.
2. Prepare a one-page program overview, sample menu, payout example, timeline, and contact form.
3. Offer a short coordinator call instead of sending a large packet with no explanation. The goal is to answer questions and confirm fit.
4. Use specific examples: "A group selling 500 bags at \$10 with a 50% payout would raise \$2,500 before any group expenses." State that results vary.
5. Follow up politely. Many coordinators are volunteers and need reminders, but they should not feel pressured.

Practical details to build into the operation

The coordinator is usually the key person. If the coordinator understands the process, the fundraiser is easier to run. If the coordinator is confused, sellers and buyers will be confused.

Do not begin by promising huge results. Begin by showing the process and the effort required. Organizations appreciate a program that is honest about deadlines, order accuracy, and pickup responsibilities.

The best prospects often already have a calendar of fundraising needs. Ask when they typically raise money and whether they prefer fall, winter, spring, or event-based campaigns.

Target Group	Best Angle	Support Material
School PTO/PTA	Simple family-friendly product and clear payout.	Coordinator guide, seller form, pickup plan.
Youth sports team	Team expenses, travel, uniforms, tournament fees.	Team flyer, QR order page, seller credit method.
Church group	Mission trips, youth ministry, community projects.	Bulletin blurb, announcement script, pickup table plan.
Band, dance, cheer	Season fees, travel, competitions.	Parent letter, sample order form, deadline reminders.
Nonprofit or rescue	Community support and easy sharing.	Online link, story-based flyer, social media copy.

Implementation checklist

- Target organizations are listed with names, contacts, and likely fundraising windows.
- Recruitment material includes payout, timeline, menu, support, and responsibilities.
- A sample order page or sample form is ready.
- The follow-up schedule is respectful and organized.
- The program is limited to groups you can actually service.

Common mistakes to avoid

- Sending a vague message that says only "we do fundraisers."
- Promising overnight success without explaining seller participation.
- Taking on too many groups in the same delivery window.
- Failing to identify one coordinator with decision authority.

5. Create the Fundraiser Packet and Seller Instructions

The fundraiser packet is the operating manual for the campaign. It should not be a pile of disconnected flyers. It should tell the organization, the sellers, the families, and the supporters exactly what to do.

A good packet reduces questions. It also reduces order errors, missing names, unpaid orders, late forms, and pickup confusion.

The decision this section helps you make

Decide what documents, links, QR codes, scripts, and reminders are needed so the fundraiser can operate without constant emergency clarification.

How to implement it

1. Prepare a coordinator page that explains the timeline, payout, contact person, final order process, pickup plan, and late-order rules.
2. Prepare a seller page that explains how to ask for orders, when orders are due, how payment is collected, and what information must be included.
3. Prepare a buyer-facing page or order form with products, prices, deadline, pickup/delivery details, and support contact.
4. Add QR codes only where they help. A QR code should open the exact fundraiser page, not a general homepage.
5. Create reminder messages for launch day, midpoint, three days before close, final day, production update, and pickup day.

Practical details to build into the operation

The seller instructions should be simple enough for a parent, student, athlete, or volunteer to use without calling the coordinator. Include a short selling script such as: "Our team is selling gourmet popcorn to help cover travel and tournament expenses. Orders are due Friday, and pickup is next Saturday."

Order forms should have clear columns. Avoid tiny text, crowded flavor lists, or unclear price boxes. If a seller name or class name is required for credit, make that field obvious.

If online orders are used, the printed materials should still explain deadlines and pickup. A QR code does not replace basic instructions.

Packet Item	Purpose	Must Include
Coordinator guide	Helps the group leader run the campaign.	Timeline, payout, deadline, responsibilities, contact info.
Seller instruction sheet	Helps participants collect orders correctly.	Sales script, due date, payment rules, seller name rules.
Order form or menu	Collects product and customer details.	Product names, sizes, prices, totals, customer contact.
Online order instructions	Helps buyers use QR/link correctly.	Exact link, QR code, deadline, pickup/delivery explanation.
Reminder messages	Keeps campaign active.	Short text/email/social copy for each key date.

Implementation checklist

- Packet includes coordinator, seller, and buyer instructions.
- Order form math is easy to calculate.
- QR code opens the exact campaign page.
- Seller or group credit is collected consistently.

- Pickup and delivery instructions are visible before the buyer pays.

Common mistakes to avoid

- Creating a beautiful flyer that lacks deadlines and instructions.
- Using a QR code without a printed backup link or contact method.
- Failing to explain what happens if a customer misses pickup.
- Not giving the coordinator reminder text to use during the campaign.

6. Manage Orders, Payments, and Seller Credit

Order handling is where many fundraisers become stressful. A strong campaign needs a controlled system for collecting paper orders, online orders, payments, seller credit, deposits, refunds, changes, and final totals.

The goal is to create one accurate master order before production begins. Production should not start from scattered screenshots, half-completed forms, or handwritten totals that have not been checked.

The decision this section helps you make

Choose how orders and payments will be collected, checked, merged, and approved before production starts.

How to implement it

1. Use one master spreadsheet or order management system. Every order should end up in one place before production.
2. Assign each fundraiser a unique campaign name, code, or page. If seller credit matters, collect seller name, team, class, or participant code at the time of order.
3. Set a cutoff for order changes. After the cutoff, changes should be handled only by an authorized person.
4. Reconcile money to orders. Total dollars collected should match expected product totals, taxes or fees, and any payment processor reports.
5. Send the coordinator a final summary for approval before production begins.

Practical details to build into the operation

Paper orders require double-checking. Online orders require export review. Hybrid orders require careful merging. The most common errors are duplicate orders, missing seller names, unpaid orders, wrong flavor totals, and late changes that never make it to production.

If the organization collects money, set rules for when money must be turned in. If the business collects online payments, explain how the payout will be calculated and when the organization will receive it.

A deposit can protect the seller when a large production run is required. The deposit rule should be explained before the campaign starts.

Control Point	Implementation Method	Reason
Seller credit	Required seller/class/team field.	Prevents disputes over who sold what.
Order deadline	Automatic online cutoff plus paper due date.	Prevents production changes after planning begins.
Payment reconciliation	Compare order totals to collected dollars.	Catches missing money or data entry errors.
Final approval	Coordinator signs off on final quantities.	Reduces blame if forms were submitted incorrectly.
Change log	Record changes after submission.	Keeps late edits visible.

Implementation checklist

- All paper and online orders are merged into one master list.
- Payment totals are reconciled before production.
- Seller credit fields are complete.
- The coordinator approves final quantities.
- Late-order and change rules are followed.

Common mistakes to avoid

- Producing from multiple partial lists.
- Allowing verbal changes without recording them.
- Ignoring payment mismatches until delivery day.
- Using seller names inconsistently across paper and online orders.

7. Plan Production, Packing, and Delivery Before Orders Close

Production should not begin as a scramble after the order deadline. A fundraiser seller should know how orders will be converted into flavor totals, batches, packaging runs, seller sorting, delivery staging, and pickup flow.

Even a profitable fundraiser can damage the business if production is chaotic. Late delivery, mixed orders, wrong flavors, weak packaging, or missing labels can erase trust quickly.

The decision this section helps you make

Build a production and delivery workflow that can handle the expected order volume without rushing food safety, product quality, or order accuracy.

How to implement it

1. Estimate likely order volume before the fundraiser opens. Use conservative capacity planning if it is a new organization.
2. Create a production schedule by flavor, not by individual order. Produce enough by flavor totals, then package and sort into seller or customer groups.
3. Assign production roles: popping, coating/seasoning, cooling, weighing, bagging, sealing, labeling, counting, boxing, and staging.
4. Use packing sheets for each seller, class, team, or customer group. Check orders as they are packed and again when they are boxed.
5. Schedule delivery or pickup with enough buffer for loading, traffic, setup, customer questions, and error correction.

Practical details to build into the operation

The larger the fundraiser, the more important staging becomes. Products should not be stacked randomly. Use zones, labels, colored paper, order numbers, or alphabetized grouping to make pickup manageable.

Quality control should be built into the process. Check bag seals, label accuracy, fill levels, flavor identity, date coding if used, allergen warnings where required, and package condition before delivery.

For delivery, have a responsible person from the organization sign for the bulk order or confirm pickup quantities. Document shortages or damaged items immediately.

Production Stage	Control Needed	Example Tool
Flavor totals	Know exact units by flavor and size.	Master flavor summary.
Batch scheduling	Match batch size to order volume.	Daily production board.
Packaging	Standard fill, seal, label, and count.	Packing station checklist.
Sorting	Group orders by seller/class/team/customer.	Packing sheets and box labels.
Delivery/pickup	Confirm quantities and issue process.	Delivery signoff sheet.

Implementation checklist

- Production schedule is based on final approved quantities.
- Flavor totals, packaging totals, and labels are prepared before production starts.
- Each packed group has a packing sheet.
- Delivery or pickup time is confirmed with the coordinator.
- A process exists for shortages, damages, and customer questions.

Common mistakes to avoid

- Waiting until orders close to think about packaging supply.
- Sorting orders without a packing sheet.
- Delivering without a contact person present.
- Failing to build time for cooling, sealing, boxing, and loading.

8. Communicate During the Campaign and After Delivery

A fundraiser needs communication at each stage. Good communication keeps sellers active, helps supporters order before the deadline, reduces coordinator stress, and builds confidence that the program is organized.

Communication should be short, timely, and specific. A long message sent once is not as useful as a sequence of reminders tied to the fundraiser timeline.

The decision this section helps you make

Prepare the messages that will be sent before launch, during the selling window, at closing, during production, and on pickup or delivery day.

How to implement it

1. Create launch copy for email, text, social media, and printed announcements. Include organization name, reason for raising funds, product, deadline, and order method.
2. Send a midpoint reminder that encourages sellers to keep going and reminds supporters of the deadline.
3. Send a final reminder 48 to 72 hours before the campaign closes.
4. After orders close, tell the coordinator what happens next: order review, production, delivery date, and pickup details.
5. After delivery, thank the organization, report results, and ask about future fundraiser timing.

Practical details to build into the operation

The message should focus on the organization, not only the product. Supporters buy because they want to help. The product gives them a reason to participate.

Include direct order instructions every time. Do not assume people remember the link, QR code, deadline, or pickup date from a prior message.

For repeat campaigns, save the best-performing messages and reuse them with updated dates and group names.

Timing	Message Purpose	Key Information
Launch day	Start momentum.	Who benefits, what is sold, how to order, deadline.
Midpoint	Prevent drop-off.	Progress reminder, best sellers, link or order form.
Final 3 days	Create urgency.	Deadline, last chance, pickup details.
After close	Reduce questions.	Orders being finalized, production timeline, delivery date.
Pickup day	Avoid confusion.	Where to go, when to arrive, who to contact.
After fundraiser	Build repeat business.	Thank you, results, feedback, next opportunity.

Implementation checklist

- Messages are prepared before launch.
- Each message includes the order method and deadline.
- Coordinator knows when to send reminders.
- Pickup instructions are sent before delivery day.
- Post-fundraiser thank-you and review messages are sent.

Common mistakes to avoid

- Sending only one announcement.
- Forgetting to include the deadline in reminder messages.
- Using product-only messaging without mentioning the purpose of the fundraiser.
- Failing to follow up after delivery.

9. Review Results and Turn One Fundraiser Into Repeat Business

The end of a fundraiser should not be the end of the relationship. A good review helps the seller improve operations and gives the organization a reason to schedule another campaign.

Review should include sales, profit, production accuracy, pickup flow, customer questions, best flavors, weak items, timeline problems, and coordinator feedback.

The decision this section helps you make

Decide what you will measure and how you will use the results to improve the next fundraiser.

How to implement it

1. Prepare a short fundraiser summary showing gross sales, organization payout, number of orders, average order size, top products, and key dates.
2. Review operational performance: order errors, missing payments, production bottlenecks, delivery issues, customer complaints, and leftover inventory.
3. Ask the coordinator what was easy, what was confusing, and what should change next time.
4. Recommend a future fundraising window based on the organization calendar.

5. Use results to adjust menu size, pricing, production schedule, communication reminders, and pickup process.

Practical details to build into the operation

Repeat business depends on trust. If a problem occurred, document the fix and communicate it professionally. Do not hide mistakes. Show that the next campaign will be smoother because of what was learned.

Top-selling flavors should influence the next menu. Slow products should be removed unless they serve a specific purpose.

Keep a file for each organization with contacts, dates, sales totals, issues, preferences, and next campaign opportunity.

Review Item	Why It Matters	Next Action
Gross sales and payout	Shows the fundraiser outcome.	Provide summary to coordinator.
Average order value	Shows whether bundles or upsells worked.	Adjust bundle offers.
Top flavors	Shows demand.	Feature strongest items next time.
Order errors	Shows process weakness.	Improve forms, fields, or packing checks.
Pickup issues	Shows delivery planning needs.	Change staging, signage, or schedule.

Implementation checklist

- Summary report is prepared.
- Top products and weak products are identified.
- Coordinator feedback is collected.
- Operational issues are documented with fixes.
- A future campaign date or follow-up reminder is recorded.

Common mistakes to avoid

- Ending communication immediately after delivery.
- Looking only at sales and ignoring workload.
- Repeating the same menu without studying product results.
- Failing to ask for referrals or future dates when the organization is satisfied.

10. Fundraiser Program Design Worksheet

Use this worksheet to define one fundraiser before contacting an organization.

Organization type and ideal contact:

Primary fundraiser format:

Selling window and order deadline:

Payout method and explanation:

Products and sizes to include:

Delivery or pickup plan:

11. Pricing and Payout Worksheet

Use this worksheet to test whether the fundraiser price leaves enough margin after payout and fulfillment cost.

Product	Sale Price	Payout	Product Cost	Labor/Fees	Estimated Margin

12. Organization Onboarding Checklist

Complete this checklist before the fundraiser is launched.

- Coordinator name, phone, and email confirmed.
- Organization name spelling confirmed for flyer and order page.
- Selling dates and deadline approved.
- Payout method approved in writing.
- Product menu approved.
- Seller credit process confirmed.
- Paper forms, online link, and QR code tested.
- Pickup or delivery location confirmed.
- Late-order rule explained.
- Final order approval process explained.

13. Production and Packing Planner

Use this worksheet after orders close and before production begins.

Final approved order count:

Flavor totals by size:

Packaging and label supplies needed:

Production days and staffing:

Packing method by seller/class/team/customer:

Delivery staging method:

14. Campaign Review Worksheet

Use this page after delivery to improve the next campaign.

Gross sales and organization payout:

Top-selling products:

Products to remove or change:

Order collection problems:

Production or delivery problems:

Recommended changes for the next fundraiser:
