

## Fundraiser Program Instructions

Please follow these steps to ensure your fundraising program runs smoothly.

- 1. Send an email to <a href="mailto:fundraising@ahners.net">fundraising@ahners.net</a> to let us know you'd like to join a fundraiser.
- 2. We will send you a welcome email with our "enrollment form" and next steps.
- 3. Complete the "enrollment form" and email to <a href="mailto:fundraising@ahners.net">fundraising@ahners.net</a>
- 4. We will send you a confirmation email when your account has been set up.
- 5. Visit <u>www.ahners.net</u> to download the necessary forms for your fundraiser.
- 6. Use the "selling sheets" to track your sales.
- 7. Once your organization has finished selling, calculate your totals and complete the "order totals" sheet. Email the sheet to <a href="mailto:fundraising@ahners.net">fundraising@ahners.net</a> by the specified date.
- 8. Once we receive the "order totals" sheet, we will respond with the amount due, including delivery date and charges.
- 9. Payment is due upon delivery.

\*Please note: we MUST receive the "enrollment form"

BEFORE you start selling.\*