

Keshequa Middle School Council
Fund Raising Instruction Sheet
December 2004

Attention parents and students!

Now that you have picked up your order, here is the process you should follow:

- 1. Check through your order for missing or broken items.**
- 2. Write the items on the sheet attached.**
- 3. Bring the sheet and the broken items to us as soon as possible so we can reorder the items.**
- 4. Deliver your order. It is important to collect the money at the time you deliver the item. Remember – it is YOUR RESPONSIBILITY to turn in the money or return the item. Do NOT leave the items where they can be lost or stolen.**

PLEASE NOTE! - We will be charged a fee for all returned checks. The amount of the check and the fee will be held against the seller's total. If you are not sure about a person's check, please ask them to pay in cash or hold the items until the check clears. Please let Mr. Cook know if you are doing this, so we can tell you if the check clears.

- 5. If a person has changed their mind and does not want the item, please return it to Mr. Cook immediately. You will not be charged for the item if it is returned immediately.**
- 6. Checks must be made out to the *KCS Middle School Student Council.***

OVER

- 7. Bring in your money starting December 2 . Partial payments can be made. All Money is due by December 8. We will be having a special drawing for prizes for everyone that has turned in their entire amount owed by 8. You could win your choice of the prizes in our display case!**
- 8. Bring the money during homeroom to the Student Council Room (2063). We will count the money.**
- 9. If you prefer, we are offering a special night to turn in the money. It will be from 7 to 8 PM on December 7.**
- 10. You will be given a receipt for the money you brought in. Be sure to keep this as proof of payment!**
- 11. If money is delivered after homeroom or during the school day, please take it to Mr. Cook.**
- 12. When your total order is paid for (or unwanted items returned,) you will be given your individual prize. It is based upon the items actually SOLD. You can pick these up from Mr. Cook .**
- 13. Group prizes will be awarded when the entire homeroom turns in their money, or when approved by Mr. Cook.**

Please remember, you will not be allowed to participate in the end of the year trip if you owe the Council money from the sale. You will have to pay the balance owed plus the cost of the trip, so be sure to get your money in.

Remember, you can return unwanted items!

If you have any questions or concerns you can contact Mr. Cook at 468-2541 ext 2065 or a tcook@keshequa.org.

