



# *The Gourmet Cupboard*

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## **Steps for Fundraiser**

### **Online Fundraisers**

1. Either the rep or sponsor of the fundraiser needs to fill out the simple form on the website, under “fundraisers”.
2. Wait for an email. You will be provided an online link and additional information.
3. Advertise!! Send out the link we provided and encourage your participants to purchase the Fundraiser package sets AND to purchase a total of 8 mixes to get FREE Shipping! (more money for YOU!!)
4. We will send both the sponsor and TGC representative copies of the orders as they come in (just for your records) and a running total earned.
5. When the fundraiser is over, we email both the sponsor and TGC representative again to tell them how much money was earned. We then send earnings either by check, Paypal, a credit to the reps ewallet to be refunded to fundraiser, or we deduct the amount earned from the total owed from orders from the Traditional Fundraiser forms (if any).