



The Gourmet Cupboard

18003 Hwy 105, Sour Lake, TX 77659 (409) 287-4447

Steps for Fundraiser

Traditional Form Fundraisers

1. Read the “All About TGC Fundraiser” on website.
2. Either the rep or sponsor of the fundraiser needs to fill out the simple form on the website, under “fundraisers”.
3. Wait for an email. You will be provided an online link just in case you want to take orders this way, but if you plan to only offer the “traditional form fundraiser”, you still get a link. (just ignore it!)
4. You can go ahead and print out your forms, or we can mail them to you. If you choose to print your own, go to “printable fundraiser forms”. If you print your own, make sure to include who customers need to make the check to if they plan to pay by check. (your organization’s name)
5. Advertise!! And if you are also using the link we provided, continue to send it out!
6. Collect forms and all of the money when fundraiser has ended. Keep the forms for dispersal of items in the end.
7. We will email you a sponsor order form to fill out and email it back to us.
8. Once we get the exact shipping, we will bill you for the total wholesale amount on the form plus the exact shipping. You are more than welcome to pay by one check made out to The Gourmet Cupboard or by credit card by calling our home office.
9. Organization keeps all the remaining money.
10. We ship out packages, and we write the name of the package on the outside of each bag so that it is easy to identify what is in each bag. This makes it very easy for the sponsor to sort through the boxes and hand out the correct packages to the participants.