Dodgen Middle School Chorus

*Our Fundraiser Starts TODAY!!!*

We will work together as a team with The Cheesecake Factory Bakery & Mrs. Fields Fundraising to raise as much as possible to support our Chorus!

**End Date**

**Kick Off**

9/8/2023

STARTS TODAY!!!

<https://onlineorders.mrsfieldsfundraising.com/dodgenmiddleschoolchorus/cookiesf23?a=17>

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| Order on Paper | Order Online |
| 1. Take orders and collect money from now until September 8th, when all orders and money are due.  2. Items must be paid in advance. **Please have your customers make checks out to a parent (or cash) and then write one big check for the total amount to “Dodgen Middle School” at the end of the sale.**  3. When you have finished selling, add up the total number of each item sold and enter it at the bottom of your Order Sheet. **DO NOT INCLUDE ONLINE ORDERS ON YOUR ORDER FORM.**  4. Once your Order Sheet totals are complete and you have checked for accuracy, take a picture for your records.  5. **At the end, ALL sellers must enter their in-person orders in the online system!** Create an individual online order account using the directions in the Order Online section to the right. Then go to Sales, Click on Actions (top-right of dashboard), +ADD ORDER FORM, Search for item (by name or SKU) Enter the QTY and Enter and Save.  6. Once your in-person orders are entered, send in your Order Form and total payment as one big check in the school payment envelope provided.  7. **Delivery is tentatively set for the week of October 23rd.** All items arrive FROZEN and must be picked up that day! Please make arrangements to deliver immediately or keep items frozen until you get them to your customers. We will send out an update once the exact date is finalized! | 1. Use the custom web address above, or scan the QR Code below to register for the online fundraiser.  2. You will click register on the top menu and then go through the steps to set up your personalized shareable link.  3. Add a picture if you wish and update your message. You can even have your child create a video message!  4. Add your contacts or start sharing with your local friends on social media.  6. BE CAREFUL! **Online orders will be delivered to Dodgen, NOT sent directly to customers! Only sell to those you can deliver to easily who live within driving distance.**  7. Online orders paid by credit card through the sale website should NOT be included on the Order Sheet summary! We will receive these totals and funds separately but will include them when you pick up your entire order on delivery day.  8. Parents should *not* pay for in-person orders using the credit card portal – it will charge a service fee. Refer to the instructions on the right to “Add Order Form” for in-person sales. |
| Make a Donation  If you would like to make a donation in addition to (or instead of) selling fundraiser items, that is great! Just note the amount that is specifically a donation on the Order Sheet and turn it in at the same time orders are due. THANK YOU!!! | |