



EMRLD 20 Fundraising Guide

Thank you for choosing EMRLD 20 for your fundraiser! Once your application is approved, there are a few steps to take that will help in the organization and planning of your fundraiser. Don't hesitate to email us if you have any questions!

Step 1. Establish a Timeline. Use the grid below to help plan the key dates in your fundraiser. We have included the average time to accomplish the steps, so you can deliver your customers' paper straws on time. We recommend the fundraiser last for at least six weeks. This would provide 3 weeks for your volunteers to sell the paper straws and 3 to 4 weeks for us to receive payment and ship the paper straws out.

Orders average 3 to 4 weeks from payment with the exception of holiday peak seasons.

Here are the key steps you want to consider:

Steps for Success	Timeline	Fill in Your Dates
First Meeting w/ Organization	Day 0	
Start Selling	Day 1	
Check-in Meeting	Day 11	
Order Due Date from Team to Turn in Forms & Money	Day 21	
Order Due Date to Place Orders	Day 23	
Payment Due Date	Day 27	
Delivery Date	Day 60	

Step 2. Volunteer Kick-off Meeting & Follow-up. Hold an assembly/meeting with the volunteers to inform them of the fundraiser program and the process of selling paper straws. Explain your goals to the volunteers so they understand what they must do to reach it. Distribute order forms, parent letters and encourage volunteers to begin selling right away. Excitement and support is high during the first week of the fundraiser, so we encourage taking as many orders as possible during this time. Providing fundraising brochures to willing parents, so they can take orders at their workplace, can also help increase sales and support your goals.

Here are a few suggested topics for these meetings:

KICK-OFF MEETING:

- Review the Sales pitch “We’re raising money for ().” “Your support will help us ().”
- Ask for sales commitment from each volunteer (each volunteer commits to X sales).

EMRLD 20 Fundraising Guide

- Brainstorm and/or role-play sales approaches.
- Review the EMRLD 20 Order Form and how to fill it out.
- **Make sure checks are payable to your organization NOT EMRLD 20.**
- Announce check-in meeting dates and target goals for each week.

FOLLOW-UP MEETINGS:

We recommend meeting with your group at least 2-3 times during the fundraising event. Set progressive goals for the team and spend time on less motivated volunteers to help drive participation.

- Ask the group if they are reaching their goals.
- Share success stories to encourage greater participation.
- Remind volunteers of the established goals and key dates.
- At final check-in: – Collect Order Forms & Money (Make sure all the forms are filled out & tallied) – Review Paper Straw Distribution Plan.

Step 3. Celebrate! You're almost there!

At this point you have collected all the order forms from the volunteers, and are ready to process the final order with EMRLD 20. Calculate the total number of units sold and fill out the electronic order form provided on our website at <https://emrld20.com/emrld-20-fundraisers/>. Payment must be made out by check to: EMRLD 20 LLC and sent to processed and paid in full before the paper straws can be released.

EMRLD 20 LLC

1146 Dorset Lane

Costa Mesa, CA 92626

The chart below shows estimated shipping charges. Shipping will be charged unless the order is picked up or if you qualify for free shipping. Due to carrier policies, certain geographic locations may incur an additional handling fee. Please email us for more information.

EMRLD 20 Fundraising Guide

Paper Straw Order Amount	Shipping Estimate
\$.01 - \$110.00	\$15.00
\$110.01 - \$250.00	\$25.00
\$250.01 - \$500.00	\$45.00
\$500.01 - \$1,500.00	\$65.00
\$1,500.01 - \$2,000.00	\$135.00
\$2,000.01 - \$3,500.00	\$155.00
\$3,500.01 and UP	FREE

Organizations will make 20% of each unit sold minus the cost of shipping.

