

- Set a fundraising target**  
Work out how much money you want to raise and consider how many people are likely to help as this will influence how many Showbags you order. For expert advice on how many Showbags you should buy, call our friendly team on 03 9368 4600.
- Set your fundraising duration**  
Choose a start and finish date. Consider other calendar events and when most people will be available to help with selling.
- Recruit your sellers**  
Create excitement about the fundraiser by making it clear what you're fundraising for. Send out 'Introduction Letter' to spread the word and gain interest. This can be downloaded from our website.
- Order your Showbags**  
Browse our website range or take a look at the Fundraiser Catalogue for all available Showbags. It is best to choose a range of Confectionery, Chocolate and Novelty to attract a larger audience. Create your order online by following the 'Order Now' link on the website.
- Receive your Showbags**  
When your Showbags have been delivered to your nominated shipping address, store them in a cool, dry place. Keep in mind if you order chocolate Showbags that they are not left in the heat. Alternatively you can choose to pick up your order from our warehouse in Derrimut VIC.
- Distribute boxes to your sellers**  
Organise and advertise a day to distribute the Showbags to your sellers and give them the 'Instructions Letter' you can download from our website. Keep track of how many showbags each seller has with your Tally Sheet, also available to download from our website.
- Advertise your fundraiser**  
Write in your organisations newsletter, post on your community notice board, send out letters, announce it over the loudspeaker or at an assembly, put up posters and post in your social media account. We have a range of downloadable social media tiles and posters you can use as part of our Marketing Kit on our website.
- Event Day**  
If you are hosting an event make sure you have all the tools you need to set up a Showbag Stand. You may need a table, spare change and volunteers on a roster. You can download our handy 'Price Signs' and 'Fundraiser Sign' to help with your set-up.
- Collect money raised**  
As your sellers return their raised money mark off names and how much money is returned on the Tally Sheet.
- Celebrate your success**  
Use the letter template 'Congratulations Letter' to thank everyone for their hard work and support and let everyone know how much money they raised as a team.