

September 15, 2023

Dear Kenwood Parents,

It is time for our annual fund raising campaign. We will be selling **Christmas items, wrapping paper, chocolate, jewelry, cookie dough, pizzas and other items**. We are conducting this campaign with the help of Believe Kids, Inc. This campaign will involve the students taking orders from the enclosed brochures. The money we raise from this campaign will be used to fund various PTO activities. This year we want you to collect the money and return it with the orders before we send them in. Hopefully this will not be an inconvenience to you. **All checks should be made out to Kenwood PTO to be collected when orders are taken.**

What we would like to have happen is for you to look the brochure over and purchase anything you might be interested in buying. Then if you or your child is interested in showing it to other family members, friends, co-workers or neighbors feel free to do so. Past experiences have shown that students enjoy working for the improvement of their school and supporting their own activities. If you or any of your customers would like to simply make a donation to Kenwood School that is fine.

This packet contains a complete set of materials necessary for this campaign. **Please remember that the student collects the money at the time of the sale!** When the kitchen items, jewelry, chocolates and other items come in, you need to make sure those items are delivered to the customer. If you have any questions please call the school at 698-8200.

**Orders must be in by Friday, September 29th.** We need to get the orders sent on time so you receive the merchandise in late October-early November.

If you prefer to sell without personal contact we have been set up with our own Online Store. Go to the website listed below and register your student to receive your ID number. You can give the website address and ID number to anyone you think might like to go online and help our school. There are over 500 choices, payment is with credit or debit card and items can be shipped directly to the customer anywhere in the United States. Also, anything ordered online will count towards the awards listed on the prize chart, the Coops Brigade and the Pig Race.

### **ONLINE ORDERING**

As easy as 1-2-3. Store will be open through October 6th!

1. Go to: [www.shopfund.com](http://www.shopfund.com)
2. Click on: "Parents and Students".
3. Follow the prompts and instructions to receive your ID number.
4. Tell all your friends and relatives! The website will help you email and/or text message and share on Facebook, Twitter, Pinterest, etc. Customer will pay with debit or credit card. Online orders ship in 48-72 hours if you pay the UPS charge. Ship to school orders will arrive with the paper orders in late October-early November.
5. Items ordered online will count toward student prizes.

**See the back of this letter for additional information.**

Thank you for your help and participation.

### **INSTRUCTIONS**

1. Review the brochures and letters in your packet with your parents.
2. Please PRINT YOUR NAME, YOUR TEACHER'S NAME, SCHOOL NAME, STUDENT ID AND YOUR GRADE on all of the order forms and the envelope.
3. PRINT your CUSTOMER'S NAME and print clearly the items your customers are ordering.
4. **COLLECT MONEY FOR YOUR ORDERS NOW!** You must collect the money when the order is taken. Have checks made out to **KENWOOD PTO**.
5. **PRINT** your orders on the order form with a ball point pen.

(OVER)

6. **TOTAL EACH CUSTOMER'S ORDER AND TOTAL YOUR ENTIRE ORDER.** Please be accurate.
7. If you need more brochures and/or order forms ask your teacher or stop by the office.
8. Turn in your order forms and money to your teacher no later than **September 29th**. Please return them in the envelope in which you received them.

### **SALES AWARDS**

#### **COOPS BRIGADE**

**SELL 1 ITEM - RECEIVE YOUR FIRST COOP!**

**SELL 3 ITEMS - RECEIVE YOUR SECOND COOP!**

**SELL 5 ITEMS - RECEIVE A THIRD COOP!**

**SELL 7 ITEMS - RECEIVE A FOURTH COOP!**

#### **PRIZE CHART**

**YOU CAN ALSO EARN THE PRIZES FROM THE PRIZE CHART ON THE FRONT OF YOUR ENVELOPE!!! THESE PRIZES ACCUMULATE!!!**

#### **BONUS PRIZE**

**EVERYONE WHO SELLS 20 OR MORE ITEMS WILL RECEIVE A MECHANICAL RACING PIG! THEY WILL BE ENTERED IN THE KENWOOD` PIG RACE WITH THE WINNER RECEIVING \$100 CASH!**

**REMEMBER - ITEMS PURCHASED ONLINE COUNT TOWARDS THESE PRIZES ALSO!**

**IF SELLING IS NOT SOMETHING YOU ARE COMFORTABLE WITH YOU CAN SIMPLY MAKE A DONATION TO KENWOOD SCHOOL.**

***GOOD LUCK AND THANK YOU FOR YOUR TIME AND EFFORT!***