



Store Team Instructions for coupon & certificate requests and fundraiser events

Each year a school or organization can request up to 3 fundraisers* and enough certificates and coupons for each student



Free Froyo Coupons & Reflection/Arts Certificates Requests

Email Notification:

- Day of request email notification with contact details

Store Team Responsibilities:

- Review item request to see if it is appropriate, if not contact requestor and let them know
- Count out certificates/coupons so they are ready for pick up in 5 business days
- Fill out tracking report



Fundraiser Scheduled

Email Notifications:

- Day of sign-up confirmation & event details
- 1 week before reminder and make sure stickers get picked up
- Day before reminder and final sticker pick up check
- Day of fundraiser instructions on ringing up orders for new employees

Store Team Responsibilities:

- Write event on store calendar
- Make sure the stickers get counted out and picked up
- Connect with the organization's contact person the week before the fundraiser via telephone
- Managers put out the instruction sheet on how to ring up the fundraiser transaction and the flyer for the event info for your team members
- Please reach out to Tasha at Fundraiser Friend using contact info below for flyers, google calendar and automation system issues

When someone emails and asks how to sign-up for fundraisers, coupons, certificates give them this link:

<https://fundraiserfriend.com/menchie's-fundraiser-info-page>

[\(Click here for email template\)](#)

If someone in store ask's about our fundraisers, coupons, certificates direct them to the poster that has the fundraiser information and QR code.

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In partnership with
 **Fundraiser Friend**

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*Fundraisers must be for organizations with 100+ participants