

How to Easily Distribute Your Fundraiser

Preparation:

1. Email or call us with a final update on your order.
2. You may round up your order to even cases of 6 if you would like extras for late orders, or if your group would like to have additional items to sell after delivery.
3. Sort order forms alphabetically and by class.
4. Order form columns should be totaled to the bottom and your "Total" boxes filled in.
5. Set up a room with 2 long tables end to end, forming a straight assembly line. Set up multiple rows for deliveries over 1500 items.
6. Contact volunteers to help us sort orders.
<500 2-4; 500 – 1500 4-8; 1500 – 2000 10-20; 2000 + call

Delivery Day:

1. Please pick an area for delivery without steps, if possible, and close to an outside door.
2. We will bring in the product by flavor on tables and count with you prior to sorting your order.
3. Volunteers work in pairs. One person reads the order form (Reader). One person picks the order (Picker). Our boxes are used for packaging to keep braids cold. Additionally, we provide paper bags for smaller orders.
4. Volunteers can write names on boxes after assembly is complete.

Plan:

1. You may have no-shows or absentees the day of delivery so have a storage plan.
2. Butter Braid products may sit out of the freezer for up to 3 hours, depending on temperature.
3. Have your participants bring coolers if they need more than 3 hours. Ice is not needed.

Remind Participants to Keep Butter Braid Products Frozen!