

## Fundraising Protocol

Thank you for deciding to use the LOADS Products for your next fundraising event. Following are general guidelines to run a successful fundraising campaign. There may be other requirements particular to your situation, so please give us a call or send us an email for further assistance or clarification.

**Phone: 630-540-2113**

**email: [info@wet-international.com](mailto:info@wet-international.com)**

1-Familiarize yourself with the products, prices and forms in the package provided by mail or email

2-Meet with your Fundraising Team to:

- Inform them of the products they will use to raise funds. Explain the advantage of using needed consumables like these laundry products
- Set the minimum goals based on your requirements for funds
- Provide the Team members with the LOADS Fundraising Products – Team Member Copy form, and the Fundraiser Entry Form. These are all the forms they need to present and collect orders from the Donors
- Set a date to collect the Fundraiser Entry Forms from your Team members. No further orders after this point
- You can provide the Team member our contact information in case they need to answer customer questions about the product that is beyond their knowledge

3-On the due date, collect the funds and compile the orders by using the Excel spreadsheet provided (Fundraising Organizer' Entry Purchase Order Form) and email it to us. We will respond with a quotation based on your order volume and delivery cost for your approval. This quote will also contain payment option information

4-After approval of the quote we will send you, submit payment for us to process the order

5-Upon receiving the shipment, distribute the products to your Team members using the Fundraiser Entry Form they previously turned in, and they in turn deliver the products to their Donors

It is advisable to let your Donors know that it will take a few weeks for them to get the products. From the time of funds clearance it typically take 3 to 5 days for us to process and ship the orders. Depending on your location, it will take between 2 and 5 days for transit. The rest of the waiting time will depend on timeline you have given to your Team members to turn in the Fundraiser Entry Forms and your processing time.

And remember we have a 100% Satisfaction Guarantee backing up our products. No questions asked, although feedback is appreciated.

In some cases you may want to keep a small stock of products at your location to cover unanticipated needs (and raise more funds) until you next scheduled campaign.