



Chocolate Bar Fundraiser Instructions for Organizers



Raise 50% profits for your organization selling 4 chocolate bars

- 18301 - **Organic Milk Chocolate Caramel Crunch with Sea Salt Bar 43% Cacao**
 - Case of 12 chocolate bars = \$29.60 | Sell each at \$5.00
- 18205 - **Organic Dark Chocolate Caramel Crunch with Sea Salt Bar 55% Cacao**
 - Case of 12 chocolate bars = \$29.60 | Sell each at \$5.00
- 18202 - **Organic Dark Chocolate with Mint Crunch 67% Cacao**
 - Case of 12 chocolate bars = \$29.60 | Sell each at \$5.00
- 18204 - **Organic Panama Extra Dark Chocolate 80% Cacao**
 - Case of 12 chocolate bars = \$29.60 | Sell each at \$5.00

Step-by-Step instructions

1. **Set your fundraising schedule.** Plan for at least 10 business days between the time you place your order with Equal Exchange and when you will receive your order. Determine how much time you will need for distribution once the products arrive. We recommend 2-3 weeks for selling.
2. **Rally your team & take case orders from each participant*** tracking orders per participant on the attached order tally form. Chocolate bars are only able to be ordered from Equal Exchange in full cases of 12 chocolate bars of the same variety.
3. **Place the wholesale order on behalf of your group** with Equal Exchange by calling 774-776-7366 or online at <https://shop.equalexchange.coop/collections/chocolate-bars> Payment can be made to Equal Exchange by a single credit card or check. Invoicing available with signed credit agreement.
4. **Promote** Show participants how to promote the fundraiser to the community by providing the sell sheet and flyer. Customize the flyer with the details about what you are fundraising for, how you will accept payment, and the deadline to order, etc.
5. **Distribute order** The order will ship to one address. Coordinate pickup or delivery to participants as is most convenient for your group.

* There are no returns or consignment allowed on unsold chocolate bars. Extra chocolate bars? Continue raising money by selling extras at \$5 each or create a silent auction item at your next fundraising event. Extras can also make awesome incentives for your top performers and thank you gifts for volunteers/supporters.



Fundraiser Organizer Tally Form

Fundraising dates:
 Money due to organizer:

Fundraising participant names and cases of chocolate
 ordered to sell

	#18205 Organic Dark Caramel Crunch with Sea Salt 55% cacao	#18301 Organic Milk Chocolate Caramel Crunch with Sea Salt 55% cacao	#18202 Organic Dark Chocolate Mint Crunch 67% cacao	#18204 Organic Panama Extra Dark Chocolate 80% cacao	Money collected after the sale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Product total cases tally					\$

Total amount collected