



Our Easy 5 Step Fundraising Guide

Step #1 –

Complete the Purchase Agreement. Your start date should be at least 10-14 days later than when you return these forms so we have time to get your starter kit to you. Please allow yourself a few days to organize your orders and money at the end of your fundraiser before turning in your orders to KYVAN® Foods. We require a minimum 10 -14 day turnaround time to complete your order.

Step #2 –

Once we receive your completed Purchase Agreement, we will send you a starter kit which includes the following:

- an envelope with a brochure and order form for each participant
- tasting samples of the products you will be selling(glass jars or bottles)
- extra copies of the brochure and order form for the leader

Step #3 –

Meet with your participants to kick off your fundraiser and build the excitement, if applicable. The following key points should be reviewed with each participant:

- Start and end date of the fundraiser
- Date that all order forms and money must be returned to you
- REMINDER THAT ANYONE PAYING BY CHECK SHOULD MAKE THE CHECK OUT TO YOUR ORGANIZATION – NOT KYVAN® Foods!!

Step #4 –

Begin your fundraiser and watch the profits roll in!!

Step #5 –

At the end of your fundraiser, gather all order forms and money from each participant and review for accuracy. Return a copy of each order form to KYVAN® Foods. When we receive these order forms, we will create an invoice that will be emailed to you detailing the total cost of your order. We will then deliver or ship your order to you as soon as possible (within 10-14 days). Your order **MUST** be paid in full before products can be shipped.

If paying by check, please make your check payable to **82's, LLC**, our parent company. Email info@kyvan82.com with any questions!