

Olympic Challenge Fundraiser Step-by-Step Guide

Following are ideas and guidelines that will ensure your sale is "successful and stress-free". This information is for group sponsors, parents and students:

Kick-Off

1. Groups should kick-off their fundraiser with lots of excitement and energy! Use student created posters, signs & announcements to get everyone involved.
2. Introduce daily incentives/contests and prize program to maintain enthusiasm during your fundraiser.
3. It is a great idea to have a game for people to see in places such as in the teacher's lounge, principal's office, PTA/PTO meeting, booster meeting, open house, Back-to-School night, etc on the day of kick off. Also be sure to put flyers and order forms in the teacher's lounge and main office.

Parent & Student Pre-Sale Setup

1. A parent letter is a must for any fundraiser. You can download and customize this letter and other forms at www.altiusgames.com
2. Notify parents that catalog orders arrive approximately 6-8 weeks after Altius Games receives your order forms.

Order Submission

1. To avoid unnecessary congestion of orders on the final day, we suggest that order forms be faxed weekly on Friday so that orders can be fulfilled on a regular basis.
2. Only orders submitted by October 15th are guaranteed to arrive in time for Christmas distribution; however delivery of orders received after October 15th will coincide with the 2006 Torino Olympic Games. **All orders received before October 15th will receive a 1% discount.**
3. Orders will be delivered 6-8 weeks after they are submitted.
4. Once your sale ends, collect all order forms. *(Keep forms grouped by classroom/teacher.)*
5. Be certain ALL order forms have seller's name, teacher, & orders printed legibly. Illegible and transposed item numbers will attempt to be processed but cannot be fully guaranteed. *(Your group will receive notice of those items that were incorrect or illegible.)*
6. Take 3 copies and give one copy to the student/parent and keep the other copy for your school/group.
7. Submit the third copy of order form to:

Altius Games
PMB # 10050, 300 International Drive
Williamsville, NY14221
Or fax orders to (716) 626-3001
Orders can also be received by wire. Call 1.866.475.1534 for information.

Late Orders

1. All order changes and/or late orders must be received by Altius Games within **2 business days** of original order receipt.
2. If your group submits an add-on after this 48-hour period, it must be processed as a separate order and will incur shipping costs.
3. Late orders are most efficiently and best accepted via fax: (716) 626-3001. If this is not an option, please send orders via Next-Day Air.

Parent & Student Post-Sale Setup

1. Be sure to provide Altius Games with delivery instructions at time of order submission. *(i.e. Loading dock available?, Exact unload location at school, lift gate needed?, etc.)*
2. Notify parents of the pick-up date, time and location.
 - a. Caution: the product may be too heavy and too difficult to handle for young children.
3. Allow for pick up at school until 7-7:30PM or a 2-hour window to accommodate work schedules.
4. Your order is going to be delivered in bulk. Make sure you have enough parent/teacher support to help with distribution in advance of the delivery date.
5. Use student order forms to sort orders and leave ample time before parents arrive to complete sorting.
6. At delivery time, get parent/faculty to help pass out or organize the items.
7. Sponsor of sale must be prepared to stay at the school until delivery pick up is over.

Shipping & Delivery

1. Larger orders shipped by truck will be palletized. Small orders, add-ons and samples will be sent via UPS.
2. Use student order forms to prepare for distribution. Get parent/faculty to help pass out the product and have parent volunteer(s) physically check each student's order as they leave.
3. Have large plastic bags available to pack each child's order in or use extra boxes from the case orders. Advise students who have extra large orders to have parents pick them up.

Payment to Altius Games

1. An invoice will be sent to your group via e-mail and/or US Postal.
2. **A 1% discount will be applied if 100% payment is made when order is placed.**
3. Payment schedule is 50% when order is made and the remaining 50% upon delivery.
4. Please remit payment to:

Altius Games
PMB # 10050, 300 International Drive
Williamsville, NY14221

We are committed to making fundraising easy and fun. If you need any additional help, please call your Altius Games representative or any of our team members at 1-866-475-1534 (*Toll Free*).

Warmest regards,

Altius Games
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