



Phone: 856-221-2164 | Email: fundraising@blendedjoe.com

Blended Joe Fundraising Details

Getting Started:

The first step is to get in touch with our office and sign up. You will be assigned an organization ID number, and a fundraising consultant who will work with you on your program. **You will need your organization ID in order to pickup your order. If you are having your order shipped to you, we will need the ship to address at the time of payment.**

Pre-purchase or Accept Orders:

If you would like to present your patrons or donors with the products as they make a donation, similar to an actual direct sale, you can pre-purchase our coffee products at your current discounted pricing. Additional discounts are available for larger volumes and you should always check current pricing before placing your order.

If you would prefer to use our preprinted order forms, please let your fundraiser consultant know so that they can prepare enough copies for your organization. Order forms are due no less than one week from the conclusion of your fundraising campaign end date. The net cost of the product is due when placing the final order with us. Orders will be filled in the order in which they were received, but typically within 3-5 business days, depending on the size of the order. There is a five bag or \$50 dollar minimum (whichever is greater) on fundraising orders and we do ask that if you are placing an order as a fundraising partner that you try and lump all single orders together and that all orders come from one designated person within your organization. This helps our team respond in a timely fashion and helps keep overall costs down. **Sorry, but due to the nature of our products, Blended Joe cannot accept returns and does not offer refunds on fundraiser orders of any kind.**

Fundraiser Retention:

Catalog Sales - The organizer / sponsor of the fundraiser will receive / retain 30% of all sales via our standard catalog.

Web Based - The organizer / sponsor of the fundraiser will receive 20% of all orders received online, using your promo code, during the fundraising campaign period.

We do ask that you be courteous to any other local organizations who may also be utilizing our products for their benefit by not engaging in competitive pricing / sales. We do our best to limit the number of organizations running fundraisers at one time.

Fundraising packs are NOT intended or labeled for individual resale.

All orders are subject to NJ sales tax unless an ST-5 form or 501(C) is provided at the time of signup.

Accepted forms of payment are: Cash, Check, Money Order, Credit or Debit card.

NOTE: A 3% surcharge will be applied for credit / debit card purchases.

Dates of your fundraising campaign:

When you sign up, let us know when your fundraising campaign is going to start and when it will end (we recommend no more than 30 days for the duration) so that we are properly prepared to meet your needs and those of our other partners.

Designated contact person and your organization information:

When you sign up, you'll need to select a designated contact person for your fundraising efforts. This person should be the one to place orders with us and the person responsible for collecting any and all funds necessary to meet your fundraising order commitment.

Insurance & Permits:

Please take into consideration that if you intend to host an event or gathering at a location for your fundraising efforts, you are responsible for your event and that it is run in a safe and legal manner. This may require you to obtain permits and or insurance for your event. **Blended Joe cannot and does not accept any liability or responsibility for your event or anyone that is involved in it.** It is always advisable to carry out a risk assessment of your activities and fully brief all involved before you plan an event or gathering.

Be careful and be safe:

Blended Joe takes the safety of our partners seriously, especially children who may be pitching in to help out. As a general rule, always operate your fundraiser safely. Only operate in and around an area you are familiar with and in plain sight of other people. Never put yourself or others in harm's way and always remember to watch out for each other.

- When operating at an event its good practice to be accompanied by another individual.
- Have an emergency contact person on standby in case you need assistance.
- Alert local law enforcement of your activities and location ahead of time.
- Ensure that the welfare and safety of children is a paramount consideration in any fundraising event where children will be present.
- Treat everyone with respect and value their views and wishes.
- Children should only be accompanied by their parent or legal guardian.
- When and where this isn't possible, always ensure you obtain proper consent from a parent or guardian.
- Endeavor to secure an emergency contact number for a parent/guardian so they can be contacted if necessary, during the event.
- Always ensure there are a minimum of two adults at events with children and NEVER leave children unattended.
- If you are ever in a situation that feels unsafe, immediately seek assistance or vacate the area.

Collecting Money

If you intend to collect donations at your event, please be aware that you may need to obtain a specific license if this is in a public place (e.g. on the street or door to door). This license can be obtained from your local authority and there will be details on their website. Street collections are a popular means of fundraising so you will need to apply for the license well in advance. To collect on private property (e.g. a shopping center) you must ask for permission from whoever is responsible for that facility. For your protection, please make sure you have another person present when counting or collecting money, and that they can verify the amount raised.

We thank you for your attention and remember; **Coffee is the engine of change that blends us together as one!**

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