

THE CHINOOK BOOK FUNDRAISER

Two attached documents:

The Fundraising Policy and Guidelines

The Chinook Book Fundraising Agreement

1. Contact Chinook books for new Fundraising Agreement. (I have one already if we want to do it again.) My contact was Erin Russell in 2010.
2. Fill-out and turn in form before June 15th for the best deal. If we do that, we will get 50% of the proceeds on each sale. The book cost \$20.00 and we will keep 10 of it if we sign-up by June 15th.
3. The books come in boxes of 30. You can pick them up at their office on Dexter or they will deliver them to you. In 2010, we sold one box and made \$300.00.
4. It's very easy to do. Simply bring 4 or 5 books to rehearsal and display them in the display stand provided.
5. Checks should be made payable to the Market Street Singers and cash is also accepted. No American Express or travelers cheques, please. Turn the money over to Chris at the end of the rehearsal so he can give it to Ken.
6. The first payment is due within the first 45 days and then every 30 days after that. Give Ken enough notice so he can cut a check and send it to them. Alternatively, you can pay for them yourself with a credit card on the phone and be reimbursed by the choir.
7. You can always ask for more books and Chinook Books will deliver them. One time they came to pick-up some extras and left a Fran's candy for me. Such Service with a capital "S."

Chinook Book

Save where you live

Chinook Book Payment Policy & Fundraiser Tools/Materials

Thank you for fundraising with *Chinook Book*! Here are a few key points regarding money collection, payments and supporting materials:

Payment Policy

- Our program works on consignment, so you only pay for what you sell. **Please do not pay for books that have not been sold.** Once books are paid for, they are considered sold and cannot be returned.
- All checks for book purchases must be made out to your school/organization for the full amount of \$20. Once payments have been collected and tallied, you'll make one payment to "**Chinook Book**" for only the portion owed. Please keep your fundraiser proceeds separate.
- An initial payment must be made within the first 45 days of your fundraiser. Subsequent payments are due every 30 days until the close of your fundraiser.
- Any unsold books must be returned within two weeks of your final payment. **All returned books must be in sellable condition.** We will not take books back that have been written on, stickered, or damaged in any way.

Fundraiser Tools/Materials

- All fundraising materials are provided at no charge to support your fundraising efforts. Please request the following items at any point:
 - Envelopes and Order Forms - Use to distribute books, take orders and collect money
 - Posters - Full color and sized 18"x24"; they're perfect for hanging at building entrances, offices and during events
 - Cardboard Displays - For tabling events and central locations (ie school office); each holds approximately 10 books
 - Electronic Templates:
 - Parent Letters
 - Email/Newsletter Blurbs
 - Last Chance Flyer
 - Wrap-up Reminder Flyer
 - Tracking Grid
 - Book Cover images
- Please see a copy of your Fundraising Agreement for more detail.

Please maintain communication with me during your fundraiser. I'm always happy to help answer questions and provide support!

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Printed on paper with 30% post-consumer waste. ♻

Chinook Book 2010-2011

Fundraising Agreement

The best of what's green and local in Seattle/Puget Sound

Name of School or Organization: The Market Street Singers

We have agreed to conduct a fundraiser using **Chinook Book** for the time period starting Sept. 2010 and ending _____ (2-3 weeks is suggested).

Chinook Book will provide books, envelopes, order forms and letter templates as well as general assistance. Copies of **Chinook Book** will be provided up-front with no required down payment or deposit. **Chinook Book** staff will provide resources for pre-fundraiser promotions as needed.

When we sign up by June 15, 2010, we will receive the highest return guaranteed for each book sold (see table below); no matter how many books we sell!

KM (initial) understand that we are ultimately responsible for conducting the fundraiser and will supply volunteers, letters, and enthusiasm to have a successful fundraiser. **Chinook Book** has a suggested retail price of \$20.

KM (initial) understand that **Chinook Book** will be provided on consignment, with the first payment for any sold books due 45 days from the original Consignment Statement date. We will submit subsequent payments each 30 days for any sold books until the close of the fundraiser.* Any remaining books, in sellable condition, must be returned for credit within two weeks of our fundraiser closing date.

*Please note that **Chinook Book pricing** is based on the number of books sold during each payment period. Books are packaged 30 per box. _____ (initial) understand that if we fail to make timely payments and the Consignment Statement becomes past due, at 60 days from the original Consignment Statement date, our account will incur a *rate adjustment* of +10% of the total consignment balance. This +10% rate adjustment will also be applied to ongoing accounts that are more than 15 days late on subsequent payments. Consignment Statements exceeding 90 days past due will be responsible for paying the open balance including the above mentioned rate adjustment. The fundraiser will be considered officially closed if no payments are received within 90 days of the original Consignment Statement date.

Signature: Kathryn Minturn Date: 6/1/10

Print name: Kathryn Minturn

Contact Phone: (206) 781-0577 Email: minturn_kathryn

@comcast.net

Billing postal or email address: _____

Book Sold (\$20)	Price Per Book	Your Return	Return Rate
1-59	\$13	\$7	35%
60-89	\$12	\$8	40%
90-119	\$11	\$9	45%
120+	\$10	\$10	50%
<u>Sign up by June 15, 2010</u>	\$10	\$10	50%

MAIL OR FAX SIGNED COPY TO 206-770-6181

LOST OR DAMAGED BOOK POLICY: Chinook Book realizes that sometimes consignment books are damaged or lost. We will cover 50% of the cost of lost or damaged books for up to 10% of the books provided (i.e. 20 out of 200). Books are considered damaged if they return in unsellable condition (i.e. stained, with missing coupons, written on etc.).

Chinook Book | ecometro.com

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