2014 Guide to healthy and profitable fundraising

Seed-embedded Christmas cards
Birthday and greeting cards
Fruit growing kits
Flower growing kits
Fruit growing kits
Tasty Snacks
Herb growing kits
Vegetable growing kits

✓ Make 40% profit for your school or group
✓ Good for the environment, your health and your kids
✓ Healthy, educational & fun
✓ Australian-made products
✓ Help other non-profit organisations
✓ No freight charges or upfront costs
✓ Returns accepted on most items

A great way to grow!
9 ways to make your fundraiser a success

1 Plan
Give yourself time to organise your fundraiser and plenty of advance notice to your participants. If possible, plan your fundraising calendar for the year. A few well-run fundraisers per year will be more profitable and successful than many unorganised ones.

2 Set targets
People are much more likely to get behind your fundraiser if they know how much you need to raise and what the money will be used for, eg: "We need to raise $1,000 to buy new sports gear".

3 Communicate
It's essential that your participants know your fundraiser is coming up and what they need to do. Tell people at least 2-3 weeks before the start of your fundraiser and include clear instructions and deadlines.

4 Let people opt out
Give people the option to make a donation instead of fundraising. Make the donation value higher than the fundraising amount to incentivise getting involved.

5 Go team!
Get people involved. Delegate specific tasks, eg: money collection, helping with distribution. Work with teachers, staff or committee members to keep people enthused and involved in the drive.

6 Promote
Improve the success of your fundraiser by promoting it to your wider community. Approach local businesses to display flyers and sell items. Contact your local media with details on your group and why it is fundraising. See our website for advice and templates for contacting media.

7 Celebrate success
Make the fundraiser fun by setting weekly targets, eg: create a money 'thermometer' that shows how much money has been received each week. Use assemblies, newsletters, group emails, social media and your website to highlight the progress of the drive. You could also provide prizes and incentives for biggest seller, fastest seller, most creative seller, etc.

8 Say thank you
Acknowledging and thanking people is the best way to encourage them to be involved in the next thing you do. Thank people for their individual contributions publicly and personally. Eg: call, email or speak with people who did specific tasks or made the most effort and thank them by name in your newsletter, at your assembly or your next meeting.

9 Wrap up well
Don't forget to let your community know the results of your drive. Tell them how much you raised and how the money will be used. Let them know that every contribution is important and helps strengthen your community and what it can achieve. If you leave your group feeling positive they are more likely to stay involved.

More detailed advice is also available at www.livingfundraisers.com.au.

Helpful resources you can use for your fundraiser, including letters, text for newsletters and media release templates can be downloaded from www.livingfundraisers.com.au/category/templates.
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About Living Fundraisers

Living Fundraisers makes fundraising healthy, easy and fun. We are motivated by a simple mission: to contribute to a better world by helping schools, groups and organisations raise funds through healthy, family-friendly fundraising.

We do this by:
- creating products with environmental, educational and social benefit
- providing high profits for fundraising organisations
- channelling funds to charities and non-profit organisations

Our products are specially designed to make it easy to raise funds. People will appreciate being able to help your school or organisation by buying fundraising products that are better for their health and good for the community.

Living Fundraisers is Australian owned and run.

We work with people and organisations such as:
- primary schools
- secondary schools
- kindergartens
- preschools
- childcare centres
- charities
- community groups
- sporting groups and clubs
- businesses and workplaces
- individuals raising money for a cause or charity

Living Fundraisers is proud to work in partnership with Paramount Workforce, a community organisation supporting people with disabilities to lead lives of dignity and achievement.

The team at Paramount create special jigs, processes and devices so team members can easily and successfully work regardless of their individual dexterity, intellectual ability, skills or mobility. It’s a joyful and friendly place to work and build skills, while gaining support and social interaction.

We love working with Paramount, because it means our products are hand-made here in Australia, are high quality and help contribute to our community. We recommend Paramount to any business looking to source light manufacturing, assembly, product packing, mail-outs or similar.

www.paramountworkforce.com.au
Why we are different

We want your next fundraiser to be hassle-free, simple to run and a positive experience for everyone involved. Our fundraising model has proven successful for thousands of organisations around Australia.

Please take a moment to compare our products and service to other fundraising options you might be considering.

<table>
<thead>
<tr>
<th>Living Fundraisers</th>
<th>Other fundraiser 1</th>
<th>Other fundraiser 2</th>
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<tbody>
<tr>
<td>No upfront costs (pay at the end of your drive)</td>
<td>YES</td>
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<tr>
<td>Free freight</td>
<td>YES</td>
<td>❑</td>
</tr>
<tr>
<td>Australia-wide service</td>
<td>YES</td>
<td>❑</td>
</tr>
<tr>
<td>40% profit to fundraising group</td>
<td>YES</td>
<td>❑</td>
</tr>
<tr>
<td>Returns accepted</td>
<td>YES</td>
<td>❑</td>
</tr>
<tr>
<td>Australian owned and run company</td>
<td>YES</td>
<td>❑</td>
</tr>
<tr>
<td>Support materials, guidelines, advice and templates to make your fundraiser a success</td>
<td>YES</td>
<td>❑</td>
</tr>
</tbody>
</table>

Products that are:

<table>
<thead>
<tr>
<th>Product</th>
<th>Living Fundraisers</th>
<th>Other fundraiser 1</th>
<th>Other fundraiser 2</th>
</tr>
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<tbody>
<tr>
<td>Australian made</td>
<td>YES</td>
<td>❑</td>
<td>❑</td>
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<tr>
<td>Healthy and Eco-friendly</td>
<td>YES</td>
<td>❑</td>
<td>❑</td>
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<tr>
<td>Educational and Activity-based</td>
<td>YES</td>
<td>❑</td>
<td>❑</td>
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<tr>
<td>Attractive and easy to sell</td>
<td>YES</td>
<td>❑</td>
<td>❑</td>
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<tr>
<td>Exclusive as fundraisers—not available in shops</td>
<td>YES</td>
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</table>

“It has been a pleasure dealing with you. Your customer service has been outstanding.”

Debbie, Rowellyn Park Primary School
Fundraising Options

Living Fundraisers is modelled on the well-known chocolate drives.

Each fundraising participant (normally a family or group member) takes home a carry bag. They then sell the items and return the money to your school/organisation.

The organisation then returns a share to Living Fundraisers and keeps the remainder as their fundraising profit.

Products

More information on each product option appears on the following pages.

<table>
<thead>
<tr>
<th>Products</th>
<th>Herbs, Veg, Flowers, Fruit, Christmas Cards</th>
<th>Birthday &amp; Greeting cards</th>
<th>Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>You sell each item for</td>
<td>$6</td>
<td>$10</td>
<td>$2</td>
</tr>
<tr>
<td>Total sales for each carry bag</td>
<td>$60</td>
<td>$60</td>
<td>$48</td>
</tr>
<tr>
<td>Your cost per carry bag (amount Living Fundraisers will invoice you)</td>
<td>$36</td>
<td>$36</td>
<td>$28.80</td>
</tr>
<tr>
<td>A Your profit per carry bag (40%)</td>
<td>$24</td>
<td>$24</td>
<td>$19.20</td>
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</tbody>
</table>

All figures include GST.

Calculate your expected profit

A Your profit per carry bag
B Number of carry bags sold

Your profit = A x B

Alternative methods

Order form: Some schools/organisations prefer to run their fundraising drive by order form. This method is usually not as successful as the take-home method, but can be easily arranged. Order forms can be downloaded at no cost from our website. Printed copies are available at a cost of 10c per form (including postage).

Why don’t we recommend order form drives?

In our experience, order form drives tend to be much less successful than take-home drives. This is because order forms are easily lost or forgotten and people are much more inclined to purchase a product that’s right in front of them, rather than have to pay and then wait to receive it. Order form campaigns result in an average sale of 1–2 items per participant, whereas take-home campaigns average 8–10 items per participant. Each method requires about the same amount of work, so we find fundraising groups get more “bang for their buck” doing take-home drives.

Mothers/Fathers Day stalls, fetes, fairs, Christmas stalls: Living Fundraisers products work well at a range of events. They can also be sold at fundraising events such as BBQs, shopping centres, markets and community events.

Tip!

1/2 and 1/2 kits are popular. We now offer carry bags containing 5 herbs + 5 veg or 5 flower + 5 fruit.

Irene, Clifton Street
Children’s Centre
# 2014 Fundraising Planner

Use this handy guide to decide which product/s to run when in your climate zone.

<table>
<thead>
<tr>
<th>Climate</th>
<th>Term 1</th>
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<th>Term 3</th>
<th>Term 4</th>
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<td><strong>Tropical</strong></td>
<td>Summer Dec–Jan</td>
<td>Autumn Mar–May</td>
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</table>
Belinda is a busy mother of three with little time to spare but volunteered to manage a Birthday and Celebrations Greeting Cards fundraiser for the Larool Preschool.

Belinda was initially worried the drive would be difficult to co-ordinate, but found that the opposite was true. “The whole process was very easy and straightforward”, she said. “The reminder emails that Living Fundraisers sent out were exactly what I needed to help me stay organised.”

Belinda said feedback was very positive, with many parents commenting on the quality of the cards. They made more than $1,800 in profit, as the cards were so easy to sell—many families sold 3 carry-bags each!

“This is the perfect fundraiser. We all have little kids and no spare time so we needed a product that would basically do the work for us,” said Belinda.

“I’m the kind of mum who suddenly realises that she doesn’t have wrapping paper or a birthday card on hand on the day she is supposed to be getting her child to a party. Now I have a drawer filled with the perfect cards so I won’t have to stress about it. No more hunting for cards that just aren’t there!”
Each carry bag contains 6 boxed-sets of cards:
- 2 x Birthday set 1
- 2 x Birthday set 2
- 2 x Celebrations set

Sell each box for $10.
Total sales per carry bag is $60.
You keep 40% of sales—$24.00 per carry bag.

Please see page 23 for important details and how to order.

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**Answers to common questions**

**How many cards in each box?**
Each box contains 10 cards, each with a different design. At $1 per card, they are great value.

**Does each card contain a message?**
Each card in the Birthday Collection contains a message. Most cards in the Celebrations Collection have been left blank to allow for flexibility of use and can be used for a number of different occasions.

**Are the cards embellished?**
Yes. Each card features a unique embellishment. Some are embossed, some have reflective foil, others have glitter and some have a 3D pop-up effect.

Each card comes with a matching envelope and is packed in a protective sleeve.

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“I love my Living Fundraisers greeting cards! I LOVE the idea of selling something useful & beautiful as opposed to chocolate! The value for money that the cards represent is hard to believe.”

Email from Leah, who bought a set of cards
Fruit Growing Kits

New in 2014!

Lynette singlehandedly started a fundraising revolution in Weipa, a remote community on the Cape York Peninsula in Queensland.

Lynette coaches the local swimming club but found that it was difficult to encourage children to strive to improve when there was no other competition in the area. The remote location makes travelling difficult and expensive, so she decided to raise funds to help fund families to experience life in other communities and their children to compete in swimming carnivals.

Lynette chose to offer vegetables, flowers and herbs and has placed 5 orders with us so far. In her words, sales are “going off”. Lynette said that it’s a very easy fundraiser to manage and the returns are excellent. She said they have raised thousands of dollars towards their goal.

She recommends that before you start your own fundraiser, know your community. Understand how to get the word out in a way that is simple and that people will actually read. Piggybacking on existing and successful communication strategies is a good idea. Almost everyone in Weipa reads the mining newsletter so that was the obvious tool for Lynette to choose.

Lynette also recommends choosing a product that fills a gap in the community. Weipa is an outdoors community with little access to fresh produce so the idea of growing their own was perfect for them. Another tip from Lynette is to follow the guidelines on the Living Fundraisers website to help keep you on track.
How long do they keep?
You can store them for up to a year in a cool, dry place. Seed viability may diminish after this time.

How much water do they need?
They will need watering every 2–3 days depending on the weather. Water when the top of the soil looks dry.

When can they grow?
All varieties are recommended for planting in Spring. The melons can also be grown in Summer and the strawberries in Autumn. Detailed growing instructions are included in each growing kit.

Do they need to be transplanted?
Yes, they will outgrow the growing kit. Once the seedlings have 2–3 leaves, they will need to be transplanted to the garden, or a tub or planter box.

When should I run this drive?
Please see page 7 for recommended seasons for your climate zone.

Can I combine the fruit kits with other products?
Yes! We have pre-mixed fruit & flower kits available. You are also welcome to order any products and mix your own kits. Please see page 23 for minimum order requirements and other details.
Veronica raised more than $4,500 to build a library at her daughter’s childcare centre, The Harbour Family and Children’s Centre in Melbourne. The centre normally does fundraisers by order form—things like bananas, school photos, and the kid’s artwork on cards.

“We normally raise around $700 per fundraiser”, Veronica said. When the committee decided to run a Living Fundraisers campaign, it was the first time they’d tried a take-home fundraiser.

“It was the best fundraiser we’ve ever run”, said Veronica. “We raised over $4,500 and everyone loved it”.

“I think it was also successful because the products were so different”, said Veronica. “Especially that it wasn’t chocolate and that the products were cheap, so easy to sell”.
Our school’s philosophy is promoting healthy eating as well as giving back to the community. Living Fundraisers does both, so it was a good match for the school.”

Bridie, St Francis of Assisi Primary School, Tarneit

Answers to common questions

How long do they keep?
The herbs can be stored for up to a year in a cool, dry place. Seed viability may diminish after this time.

When can they be grown?
The herbs will grow year-round indoors in a sunny spot (e.g.: a windowsill). They might grow more slowly in winter due to fewer daylight hours. Avoid growing outdoors in winter in colder areas.

How much water do they need?
The pack is designed to reflect light onto the herbs and create a humid environment. They will need much less water than if they were outside in the ground. 2–3 times a week is normally enough.

Can the pack be re-used?
Absolutely! Once the herbs have grown, simply remove the plant, top up the growing medium and plant more seeds.

Can I combine the herbs with other products?
Yes! We have pre-mixed herb and vegie kits available. You are also welcome to order any products and mix your own kits. Please see pages 22 & 23 for minimum order requirements and other details.
Vegetable Growing Kits

Jason from Tom Stone Care and Education in Wodonga ordered 40 vegie kits, but when parents saw the brochures, they also wanted herb kits so he placed a second order. Parents took the kits and brochures to work and sold so many that Jason had to re-order 3 more times just to keep up.

When the kids saw their parents getting involved, they followed and it spread throughout the region. They planted some at the centre and the children learnt to water and tend them. As the plants grew, the kids would proudly take their parents and grandparents to visit the garden and see how well it was doing.

The fundraiser was a double bonus. Not only did it raise funds for the centre, it provided food for the kids to eat, and it was food that they had grown themselves.

For anyone considering running this fundraiser, Jason recommends:

- Getting the staff and teachers involved before the kits arrive
- Getting the support of local businesses even if only to have the brochures on their counters
- Choose the right time of year so the plants grow to their best
- Have a clear start and finish date
- Encourage the kids to show off their gardens and share recipes

He also says that you must be ready to roll as soon as the kits arrive because once they start selling, people will want more.
Answers to common questions

How long do they keep?
They can be stored for up to a year in a cool, dry place. Seed viability may diminish after this time.

When can they be grown?
Please see page 7 for recommended growing seasons.

How much water do they need?
The mini-greenhouses are designed to require very little water. 2–3 times per week is normally sufficient.

Can they be recycled or re-used?
Absolutely. They can be readily re-used to grow seedlings over and over again. The container can go in your recycling bin.

Each greenhouse includes everything you need to grow your vegies to seedling stage. We use special growing discs made from coconut fibre to ensure the best possible quality and environmental benefits.
Each year, the Year 4 students at Turramurra Public School organise the gifts for Mother’s Day. Usually they are the little hankies, pens and trinkets that most of us have still tucked away somewhere after the last Mother’s Day stall.

In 2012, they decided to try something different and chose Living Fundraisers’ Flower Growing Kits.

Each child chose a flower pot. It was placed into a white paper craft bag that the child had decorated. A few heart-shaped chocolates were added to each bag and then the child chose the colours of tissue paper which was placed in the top of the bag to keep the contents a surprise. The children loved the idea of giving their mum a living gift and really enjoyed having their own artistic involvement in the preparation of the gift bag.

The Mother’s Day event is a fun activity where each family pays $7 to be involved. Normally, the $7 only just covers costs, but this time they made a profit of $1,500.

The mothers loved the gift. They were pleased to be given something different and it gave them the opportunity to share the growing of the flower with their child.

Betty, who organised the fundraiser, said it was a “no brainer”, as it was easy and fitted with the school curriculum.
Each carry bag contains 10 flower growing kits:
- 2 x Alyssum
- 2 x Aster ‘Colour Carpet’
- 2 x Swan River Daisy
- 2 x Snapdragon
- 2 x Petunia

Sell each flower pot for $6.
Total sales per carry bag is $60.
You keep 40% of sales—$24 per carry bag.

Please see page 23 for important details and how to order.

**Answers to common questions**

**How long do they keep?**
They can store for up to a year in a cool, dry place.
Seed viability may diminish after this time.

**How much water do they need?**
A light sprinkling of water every 2–3 days is normally sufficient. Water when the top of the soil looks dry.

**When can they be grown?**
Please see page 7 for recommended growing seasons.

**What is the pot made from? Can they be re-used or recycled?**
The pots are made from bamboo fibre and rice husks, so are sustainably produced and biodegradable.
They can be re-used again and again. To discard, simply bury in the garden or place in a regular rubbish bin to break down over time.

**Can I combine the flowers with other products?**
Yes! We have pre-mixed flower and fruit kits available. You are also welcome to order any products and mix your own kits. Please see pages 22 & 23 for minimum order requirements and other details.

“**I must say that this is one of the easiest and better organised fundraisers I have run, thank you all for your help.”**

Kim,
Jindabyne Central School
When Josie took her son’s Living Fundraisers Herb and Vegie kits to sell at her workplace, her colleagues were so impressed that the social club decided to run its own drive.

Six months later, the social club has placed five orders with Living Fundraisers due to the ongoing popularity of their Snack Foods fundraiser.

“In the past, we had run mainly chocolate fundraisers but a lot of our employees had mentioned they’d like to see some healthier options,” said Josie.

“We now have the Living Fundraisers Snack Food packs in our tea room, and they continue to be very popular. It’s a much healthier alternative to traditional vending machine snacks”.

“We find the team at Living Fundraisers very responsive—we place a new order about once a month and the new stock always arrives in less than a week. The presentation of the products is also excellent and makes the snacks look really appealing”.

The social club is also considering running a herb and vegie growing or flower growing fundraiser later in the year. “My son’s herb and vegie growing kits were a real hit when I brought them in earlier this year, and we’re confident they’d be just as popular again as people start getting back into their gardens in spring and summer”.

Snack foods
Our range of snack foods is the perfect alternative to chocolate bars for school lunchboxes or an office snack.

You can order snacks with or without nuts and in mixed or single varieties.

Sell each item for $2.
Total sales per carry bag is $48.
You keep 40% of sales—$19.20 per carry bag.

Please see page 23 for important details and how to order.

We wanted to do something different to what everyone else was doing so we chose the healthy snacks. They almost sold themselves and it’s so easy to order more when you run out.”

Streaky Bay Instep Dance

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### Answers to common questions

- **How long do the products last?**
  Each item has a best before date of 6 months from date of packing.

- **What size are they?**
  Each variety contains 50g.

- **Can I download an ingredients list?**
  Yes, please go to www.livingfundraisers.com.au/snack-foods

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### Pre-mixed bags

The easiest way for fast distribution to your sellers. Each carry bag comes pre-packed with 4 packs of each variety:

<table>
<thead>
<tr>
<th>Nut-free range</th>
<th>Includes nuts range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit balls</td>
<td>Honey sesame peanuts</td>
</tr>
<tr>
<td>Soy snacks</td>
<td>Salted peanuts and cashews</td>
</tr>
<tr>
<td>Pretzels</td>
<td>Roasted almonds &amp; sultanas</td>
</tr>
<tr>
<td>Rice crackers</td>
<td>Lunch time mix (cranberries, cashews, pumpkin seeds, chocolate drops, almonds)</td>
</tr>
<tr>
<td>Chilli rice wheels</td>
<td>Pretzels</td>
</tr>
<tr>
<td>Herb rice wheels</td>
<td>Herb rice wheels</td>
</tr>
</tbody>
</table>

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### Single varieties

Perfect for school canteens or if you’d prefer to select your own varieties. Each carry bag contains 24 packs of one variety:

<table>
<thead>
<tr>
<th>Nut-free</th>
<th>Contains nuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit balls</td>
<td>Honey sesame peanuts</td>
</tr>
<tr>
<td>Soy snacks</td>
<td>Salted peanuts and cashews</td>
</tr>
<tr>
<td>Pretzels</td>
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</tr>
<tr>
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<td>Lunch time mix (cranberries, cashews, pumpkin seeds, chocolate drops, almonds, sultanas)</td>
</tr>
<tr>
<td>Chilli rice wheels</td>
<td>Pretzels</td>
</tr>
<tr>
<td>Herb rice wheels</td>
<td>Herb rice wheels</td>
</tr>
</tbody>
</table>

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Please note that all varieties may contain traces of nuts, dairy and soy.
Choosing a fundraiser that is a little different is a great way to get people excited so that they tackle the job with enthusiasm. Especially for small groups who have to rely on the same people each time.

For the Sunraysia Irish and Friends Association, our seed-embedded Christmas cards were the thing they were looking for.

“People loved them,” said organiser Kym. “The cards were just gorgeous.”

The group had a relaxed approach, not wanting to put pressure on such a small group of families when Christmas was looming. They found that profits have kept coming in, even after Christmas, as the cards just keep on selling.

Kym says that next time they will be even more proactive and set up a stall or display table at the dance class so parents and friends can see the cards and feel their quality.

“For the small number of people we had involved in the fundraiser, we did very well and raised a nice profit,” said Kim.

The group loved the idea of the seed-embedded cards and it was a new concept for the area which made it more fun than the fundraisers they’d had in the past.
The delivery of the product was quick and responses to my phone calls and emails were very fast and very friendly. We purchased the living Christmas cards and found them to be of a very high quality.”

Carla, Dunolly Preschool

Each student/participant receives a carry bag containing 10 packs of Christmas Cards. Each pack contains four different cards.

Included in each card is a special Christmas tree made from seed-embedded paper. The paper can be planted to grow Australian Swan River daisies.

Sell each card pack for $6 each.

Total sales per carry bag is $60.

You keep 40% of sales—$24.00 per carry bag.

Please see page 23 for important details and how to order.

Answers to common questions

How does the seeded paper work?
Inside each card is a Christmas tree made from recycled paper embedded with seeds. When planted, the paper will grow a native Australian flower.

Can the cards be sent overseas and throughout Australia?
The seeded paper is permitted in all Australian states and territories. We recommend checking quarantine restrictions for the destination country if sending overseas.

What will grow from the seeded paper?
The seeds in the paper are native Australian Swan River Daisy (Brachycome iberidifolia).

The Swan River Daisy is an annual plant that can grow throughout Australia. It grows to around 30cm high and is spectacular in hanging baskets, pots or rockeries. It can tolerate a wide range of soils including sandy, saline or clay.

When should I run a Christmas cards drive?
October and November are the peak times when people buy Christmas cards. Getting in a earlier can work well. We find that most Christmas card drives are successful from the start of September through to early December.
Answers to some common questions

How much should we order?
Most organisations order one carry bag per participant family/member. We recommend ordering conservatively and doing top-up orders if needed.

Please note order requirements and returns policy at the bottom of page 23 before placing your order. We recommend discussing your fundraiser with a member of our friendly team before finalising your order.

How long will it take to get my order?
Delivery time will depend on your location. Most capital cities and large metro areas arrive 1–2 days after dispatch; WA and regional areas are typically around a week. You are welcome to book as far in advance as you like—we will calculate the best dispatch date so that your order arrives by your preferred date. Please note our dispatch days on page 23.

How long should we run our drive?
We recommend you give people 2 weeks to sell their items. This is normally ample time and will give you some time at the end to chase up any stragglers.

When do we have to pay?
Living Fundraisers will send a 30 day invoice with your order*.

When do we have to tell you our returns?
On or before your invoice due date.

How do we return items?
You can return in person to our warehouse (in Dandenong, Melbourne), or send by post or courier. Please note that returns are at your expense.

Can I combine products?
Yes, it can really help boost sales to do a mix of products. Aim to keep it simple though—too many options can confuse people. We have premixed herb/veg and fruit/flower kits available.

*To approved organisations meeting credit conditions.

Important questions for your group to ask

Purpose
- Why are we fundraising?
- How much money do we want to raise?
- What will the money be used for?

Involvement
What is the best way to:
- let our participants know about the fundraiser and what they need to do?
- get people involved and enthused about this fundraiser?
- identify people who won’t get involved and get them to make a donation instead?
- communicate with participants during the drive?
- get participants to return their money as fast as possible?

Logistics
- What is the best way to distribute the carry bags and record who was given one?
- Where will people return their money and unsold items?
- How will we ‘tick off’ who has returned money and log unsold items?
- How will we make sure money and goods are secure and don’t get stolen?
- How can we re-distribute unsold items to maximise sales? (eg: include order forms in carry bags; give unsold items to people who sold items quickly)

Responsibilities
Who will do these tasks?
- Receiving the delivery
- Distributing carry bags and recording who has one
- Receiving money and unsold items and recording details
- Banking money
- Communicating regularly with participants and other key people (eg: teachers, admin staff, committee members) on progress and what happens next
- Contacting Living Fundraisers before the invoice due date with details of any returns*
- Boxing up and arranging to courier or post the returns*
- Making the payment to Living Fundraisers by the invoice due date

*Not all items are returnable. Please refer to page 23 for details.
How to book and run your drive

How to book and organise your fundraiser

We are committed to making your fundraiser as smooth and easy as possible. Get started with the team of Funraisers by following these 3 easy steps:

**Step 1:** Decide when to run your drive and how much to order

Most organisations order one carry bag per participant family/member. We recommend ordering conservatively and doing top-up orders if needed.

Please refer to the box “Important things to note & returns policy” below for things to consider before placing your order.

**Step 2:** Place your order

Call, fax or email us with the details of your order. Please include:

- Your organisation and contact details
- Delivery address for courier (no PO boxes)
- Preferred delivery date
- If the delivery address is residential or not
- If not residential, please advise opening hours
- Product/s and number of items required

Living Fundraisers dispatches three times a week from Melbourne:

- Orders received by 5pm on Monday are dispatched on Wednesday
- Orders received by 5pm on Wednesday are dispatched on Friday
- Orders received by 5pm on Friday are dispatched on Monday

We will advise your expected delivery date and information on how to electronically track your order with confirmation of your order.

**Step 3:** Run your drive

Use the checklist on the next page and mark off tasks as they are completed. We also recommending using the templates available at www.livingfundraisers.com.au/category/templates and resources provided with your order to easily run your drive.

**Important things to note & returns policy**

- Items are packed 5 carry bags to a box. Please order in increments of 5 carry bags of each product (eg: 5, 10, 15, 20, etc.)
- The minimum total order is 10 carry bags.
- You may return items over the minimum order. Eg: if you order 30 carry bags, you may return up to 20 bags-worth.
- Unfortunately, we cannot accept returns on snacks due to health regulations.
- Returns must be notified by your invoice due date and returned at your expense.

**Special note for Tasmania and Western Australia**

Due to quarantine inspection charges, we reluctantly now charge a $20 fee for each order containing seeds sent to Tassie and WA. Please note this only applies to herbs, veg, flowers, fruit, Christmas cards. It does not apply to snacks or greeting cards.

"You made it so easy. The two girls we spoke to were fantastic, the packaging was really nice and the weekly emails were really helpful. I would not hesitate to recommend you to anyone.”

Julie, Kingston Kindergarten
Fundraiser checklist

Lead up
☐ Families/members (people selling items) notified that the fundraiser is coming up and what they need to do
☐ Tasks allocated to fundraising team
☐ Fundraiser booked for week of________
☐ Delivery location organised
☐ Person who pays the bills told when the invoice will be due
☐ Method of receiving funds/unsold items organised
☐ Safe place to store money organised
☐ Distribution method organised

Receiving your order
☐ All items received and in good condition, nothing damaged or missing
☐ Invoice given to person who makes payments
☐ Note to go home with carry bags printed and ready to go

Distributing your order
☐ Names of people given carry bags recorded on distribution sheet
☐ Note placed inside, or attached to carry bags

During the fundraising drive
☐ Regular reminders sent home telling sellers where and when to return their money
☐ Money and returns collected daily/weekly. Money banked/stored in a safe place.

Returns* and payment
☐ Contact Living Fundraisers with number of returns before the invoice due date and receive amended invoice
☐ Return unsold stock using Living Fundraisers returns form
☐ Make payment of final invoice

Finalising the campaign
☐ Distribute ‘wrap up’ notice to families/members and thank everyone for their efforts. Make sure you especially thank your team members
☐ Let everyone know how much money has been raised and what the money will be used for

*Please refer to page 23 for terms and conditions

Please note that these guidelines are suggestions only and can be modified to suit your group and circumstances.

For more information or to organise your next fundraising drive, talk to a Funraiser on 1300 848 993 or email info@livingfundraisers.com.au

More information, along with tips, recipes and fun activities can be found on our website www.livingfundraisers.com.au
Book a Fundraising Drive

<table>
<thead>
<tr>
<th>School/Organisation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ABN</td>
<td></td>
</tr>
<tr>
<td>Contact name</td>
<td></td>
</tr>
<tr>
<td>Billing address</td>
<td></td>
</tr>
<tr>
<td>Delivery address (no PO boxes)</td>
<td></td>
</tr>
<tr>
<td>Residential address?</td>
<td>☐</td>
</tr>
<tr>
<td>Opening hours (if not residential):</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Preferred delivery date</td>
<td></td>
</tr>
</tbody>
</table>

**Carry bags required**
Please order in increments of 5 carry bags. Minimum total order 10 carry bags (ie can be 5+5).

<table>
<thead>
<tr>
<th>Program</th>
<th>No. carry bags required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flowers</td>
<td></td>
</tr>
<tr>
<td>Fruit</td>
<td></td>
</tr>
<tr>
<td>Herbs</td>
<td></td>
</tr>
<tr>
<td>Vegies</td>
<td></td>
</tr>
<tr>
<td>Greeting cards</td>
<td></td>
</tr>
<tr>
<td>Snacks—no nuts</td>
<td></td>
</tr>
<tr>
<td>Snacks—with nuts</td>
<td></td>
</tr>
<tr>
<td>Christmas cards</td>
<td></td>
</tr>
</tbody>
</table>

**Returns policy**
- Returns accepted on Herbs, Veg, Flowers, Fruit, Cards.
- You may return items over the minimum order. Eg: if you order 30 carry bags, you may return up to 20 bags-worth.
- Unfortunately, we cannot accept returns on snacks due to health regulations.
- Returns must be notified by your invoice due date and returned at your expense.

I understand that I am personally responsible for this order and will ensure payment is made by the invoice due date.

Signed

**To place your order:**
Fax: 03 9923 2727
Email: info@livingfundraisers.com.au
Phone: 1300 848 993
Post: Living Fundraisers, 205 Westgarth St, Northcote VIC 3070
Take a photo with your phone and text to: 0411 288 672
Pre-mixed bags

The easiest way for fast distribution to your sellers. Each carry bag comes pre-packed with 4 packs of each variety:

<table>
<thead>
<tr>
<th>Nut-free mix</th>
<th>With nuts mix</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fruit balls</td>
<td>• Honey Sesame Peanuts</td>
</tr>
<tr>
<td>• Soy snacks</td>
<td>• Salted cashews &amp; peanuts</td>
</tr>
<tr>
<td>• Pretzels</td>
<td>• Roasted almonds &amp; sultanas</td>
</tr>
<tr>
<td>• Rice crackers</td>
<td>• Lunch time mix (cranberries, cashews, pumpkin seeds, chocolate drops,</td>
</tr>
<tr>
<td>• Chilli rice wheels</td>
<td>almonds)</td>
</tr>
<tr>
<td>• Herb rice wheels</td>
<td>• Pretzels</td>
</tr>
<tr>
<td></td>
<td>• Herb rice wheels</td>
</tr>
</tbody>
</table>

Single varieties

Perfect for school canteens or if you’d prefer to select your own varieties. Each carry bag contains 24 packs of one variety. Choose from:

<table>
<thead>
<tr>
<th>Nut-free</th>
<th>With nuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fruit balls</td>
<td>• Honey Sesame Peanuts</td>
</tr>
<tr>
<td>• Soy snacks</td>
<td>• Salted cashews &amp; peanuts</td>
</tr>
<tr>
<td>• Pretzels</td>
<td>• Roasted almonds &amp; sultanas</td>
</tr>
<tr>
<td>• Rice crackers</td>
<td>• Lunch time mix (cranberries, cashews, pumpkin seeds, chocolate drops, almonds)</td>
</tr>
<tr>
<td>• Chilli rice wheels</td>
<td>• Lunch time mix (cranberries, cashews, pumpkin seeds, chocolate drops, almonds,</td>
</tr>
<tr>
<td>• Herb rice wheels</td>
<td>sultanas)</td>
</tr>
</tbody>
</table>

Please note that all varieties may contain traces of nuts, dairy and soy.

Sell each item for $2. Total sales per carry bag is $48. You keep 40% of sales—$19.20 per carry bag.

Answers to some common questions

How long do the products last?

Each item has a best before date of 6 months from date of packing.

Can I download an ingredients list?

Yes, please go to www.livingfundraisers.com.au/snack-foods

What size are they?

Each variety contains 50g.

When do I pay?

30 days from date of dispatch.

Ph: 1300 848 993

More instructions, along with fun tips, recipes and activities can be found on our website www.livingfundraisers.com.au
# Order form

<table>
<thead>
<tr>
<th>School/Organisation</th>
<th>ABN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact name</td>
<td></td>
</tr>
<tr>
<td>Billing address</td>
<td></td>
</tr>
<tr>
<td>Delivery address (no PO boxes)</td>
<td></td>
</tr>
<tr>
<td>☐ Residential address?</td>
<td></td>
</tr>
<tr>
<td>Opening hours (if not residential):</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Preferred delivery date</td>
<td></td>
</tr>
</tbody>
</table>

## Pre-mixed bags
Please order in increments of 5 carry bags. Minimum order 10 carry bags.

<table>
<thead>
<tr>
<th>Variety</th>
<th>No. carry bags required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nut-free mix</td>
<td></td>
</tr>
<tr>
<td>With nuts mix</td>
<td></td>
</tr>
</tbody>
</table>

## Single varieties
Please order in increments of 5 carry bags. Minimum order 10 carry bags.

<table>
<thead>
<tr>
<th>Variety</th>
<th>No. carry bags required</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUT-FREE</td>
<td></td>
</tr>
<tr>
<td>Herb rice wheels</td>
<td></td>
</tr>
<tr>
<td>Chilli rice wheels</td>
<td></td>
</tr>
<tr>
<td>Rice crackers</td>
<td></td>
</tr>
<tr>
<td>Pretzels</td>
<td></td>
</tr>
<tr>
<td>Soy snacks</td>
<td></td>
</tr>
<tr>
<td>Fruit balls</td>
<td></td>
</tr>
<tr>
<td>WITH NUTS</td>
<td></td>
</tr>
<tr>
<td>Honey Sesame Peanuts</td>
<td></td>
</tr>
<tr>
<td>Salted cashews &amp; peanuts</td>
<td></td>
</tr>
<tr>
<td>Roasted almonds &amp; sultanas</td>
<td></td>
</tr>
<tr>
<td>Lunch time mix</td>
<td></td>
</tr>
</tbody>
</table>

I understand that I am personally responsible for this order and will ensure payment is made by the invoice due date.

Signed

---

To place your order:
Fax to: 03 9923 2727
Email: info@livingfundraisers.com.au
Phone: 1300 848 993