

[Goal Letter]



Dear **[name]**:

I'm thrilled you've decided to entrust the success of your Fundraiser to me! So we may proceed in a timely manner, please carefully review the following information. If you see areas that need to be changed, please simply note the correct information and initial. Please sign and return this form to me no later than **[enter date here]** so I can continue the event planning process based on the information provided below.

- Organization Name:** [enter name here]
Contact: [enter name here]
Telephone Number: [enter number here]
Address: [enter address here]
[enter address here]
- Goal:** [enter goal of the Fundraising event here]. [Does the organization wish to raise funds for new uniforms, new toys for daycare, a new van equipped with handicapped features? Be specific so your contact can provide additional information, if necessary]
- Profit:** [enter name of organization here] will receive 40% of the total sales generated from this Fundraising event (less any applicable taxes).
- Program Kick-off:** [enter date here] [this may be different than the first day of the program]
- Program Dates:** [enter dates here]
- Number of Packets:** [enter number here]
- Payment:** Payment for Tupperware products can be made with cash, personal check or money order. Make checks payable to **[enter organization name here]**.
- Order Pick-Up Date:** [enter date(s) here]
- Anticipated Delivery:** Three to four weeks following submission of order.

[Name], I know you'll be pleased with the results of having Tupperware as your Fundraising partner. Should you for any reason need to cancel your event, please let me know. If we reschedule your event within three (3) months of the initial cancellation, there will not be a restocking fee assessed. Fundraisers cancelled after the materials have been contributed will be assessed a \$100 materials/processing fee and any other associated product or materials costs.

Thank you,

Your Signature here

[Your name here] [Date]
[Your telephone number here]

[Enter contact's name here] [Date]
[Enter organization's name here]