

Good for communities. Good for you.

CENTURY'S

Guide to Safe, Easy and Effective Funding

DURING THE PROJECT

You are the key to your group's funding success! The more enthusiastic you are the more successful your students will be.

- Energize your group daily! Remind them their participation is important!
- Reward your students often. Motivators like free homework passes work!
- Remind your group to use Facebook, Twitter and emails to help promote their sale!
- Send a mass email to your parents telling them about the funding program. Emphasize your goal and how the funds will be used to help their children.
- Update your goal chart(s) daily.
- Your goal is key to your success.

Your Personalized Web Store (P.W.S.) can be modified by visiting your sponsor landing page.

- 1) Go to www.helpourgroupp.com
- 2) Click on "Sponsor"
- 3) Type in Log in ID _____ and Password _____
- 4) Click the background Color 1 and [select your color](#). Repeat for background 2.
- 5) Click on [uploaded image](#) to either select from saved or pre-loaded image.
- 6) Click "Save"
- 7) [Email, Facebook and Twitter this link](#) to everyone you know and your group's parents.

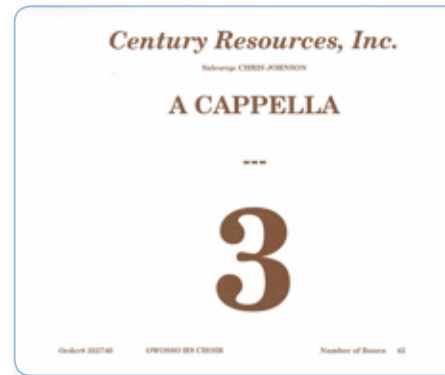
The Order Turn-in

- Collect order forms ____/____/____
 - 1) **ALPHABETIZE** the order forms, make a copy of each for your records, put originals in the Section Return Envelopes.
 - 2) Place the section envelopes into the Fed Ex Envelope.
- Call Fed Ex on ____/____/____ for pick up on ____/____/____
- Fax late orders to 614-492-2462 by ____/____/____ ; or submit them on-line through your sponsor landing page.

AFTER THE PROJECT

Delivery Preparation

- Prior to product delivery you will receive a delivery packet which includes:
 - 1) Section Placards: For Easy Organization and Distribution:
 - Before delivery- Place placards on the wall of the distribution area.
 - When products arrive place student boxes, marked by section, under their respective placards.
 - 2) Delivery Checklist: This is an informative sheet that lists the sellers and number of boxes each will receive. Some students may need to make special arrangements to get their boxes home.



Section Placard Example

Day of Delivery

- **You will need some help off-loading boxes.** Ask a few students for help.
- First, take off the box labeled Sponsor Information. It is red and white striped. There you will get an updated Delivery Checklist that will verify the number of boxes each student will receive.
- Place boxes in number order by section under the proper placards. This allows for fast, easy, alphabetized distribution.
- Have each student count their boxes and items without opening the plastic. Then have them sign their order out on the Delivery Checklist.
- Reinforce during distribution when money is due ____/____/____.

Post Delivery

- Log back into your sponsor landing page. There you will find everything you need to manage your project's funds in our CashTrac program. To make things easy, all data entry has been entered for you.
- Collect money and verify the amount matches the amount on the collection envelope. In our CashTrac program, use the "Money Collections" page to input payments online.
- Access individual accounts in CashTrac by viewing the "Reports" page under your "Sponsor" log in.
- Print notices as needed automatically in the CashTrac program for any outstanding balances.
- Pay the Century Resources Invoice with the initial amount you collect. The remaining amount is your profit!
- Distribute prizes after all the money is collected.



For additional product selection and nutritional information visit our website.

www.helpourgroupp.com  

