

Transform children's artwork and

FUNDRAISE



IQ Cards Project Guide

Welcome to our exciting Fundraising project, we hope that the following information is informative, helps you run the project successfully and most importantly raises lots of valuable funds!

- Key stages
- Items in the 'Design Pack'
- Step by step process
- Products, prices & design guidelines
- Checklist

Key Stages

- 1. Pupils design their pictures in class on the design forms provided & send home to parents.
- 2. There is a QR code on the form, parents can access images and full product information via the link.
- 3. Organiser collects order forms & payments from parents.
- 4. Organiser contacts IQ Cards who will arrange a courier to collect forms from school if over 30 orders (if under 30 orders, please post).
- 5. IQ Cards scan, print and deliver all orders. Pupil's orders are individually wrapped, and packed in year order.
- 6. An invoice will be e-mailed within 7 days of final delivery.



Items in the Design Pack

Design Forms x 1 for each pupil

- 1 per pupil plus plenty of spares in case of any accidents!
- Design forms are double sided & printed on thick paper designed for our scanning process.
- School name & parent payment information is already pre-printed on the forms.
- One side is blank for the children's design; the other side is the order form for parents to fill in.
- Design guidelines are printed on the forms to ensure teachers and all involved are aware of best practices.
- Do not photocopy these forms if you need extras please contact IQ Cards.

Example Parent Letter x 1

• This is available to download from the IQ website or can be e-mailed. The letter can be amended with your school details & sent home to parents with the design forms.

Teacher's Design Guidelines x 1

 Important instructions for Teachers, ensure every person involved has a copy before designs are created to avoid any issues.

Posters

- A couple are included in your pack to put up around the school to help advertise the project to parents & staff.
- Extras can be requested or downloaded from the resources section of our website.

School Order Form x 1

- This can be filled in once you have received all the orders and are ready for them to be collected.
- Log your total orders per class & check you have banked the correct amount of money.
- This is optional just complete, copy & send one back to us and keep one for your own reference, some schools find it beneficial to keep a note of every child that ordered and the items ordered, this is your own admin choice.

Return Boxes x 1 spare

- Design forms arrive packed in brown boxes keep these for returning the forms in to ensure they remain flat and safe.
- If you have large pupil numbers a spare will be sent as well.

Courier Return Bag x 1

- Keep this to put the boxed design forms back in ready for collection.
- The courier will put their own label on and deliver back to the iQ Cards Office.















Step by Step Process

1.Creating the Designs

- From experience, setting time aside and completing the artwork in a classroom environment will deliver the best results.
- Remember that large, bright and simple designs work best use paint/coloured pens & pencils. (See gallery on our website www.iqcards.co.uk/gallery-iq).
- Don't stick anything on, don't use glitter, don't use plain pencil or metallic - none of these come up well on the end products.
- Big, bright & bold = beautiful.
- FILL THE PAGE minimize the 'white' space on the design, use a background colour.
- Ensure that teachers are aware of the guidelines.

2.Parents Place Orders

- When designs go home, parents must fill in and double check the spelling of their child's name, this is exactly how it will be printed on the products.
- Parents can choose an inside greeting for the cards from the 9 options (if no option is chosen or it is unclear the cards will automatically be left blank inside).
- Parents return completed forms with payment by date stated on the form. (method of payment chosen by the school and printed onto the forms in advance).

3. Collection of Completed Design Forms

Once all forms have been returned to school and money banked request a collection via:

IQ website: www.iqcards.co.uk/design-form-collection

e-mail: info@igcards.co.uk

- IQ Cards will arrange for the courier to collect on your preferred date within school hours ensure you let IQ Cards know of any special requirements for collection (i.e. specific location at school).
- Forms should be placed back in boxes and then sealed inside the return courier bag.
- If under 30 orders post to IQ Cards, Unit 2 Brook Trading Estate, Deadbrook Lane, Aldershot GU 12 4XB and postage will be deducted from invoice
- DO NOT SEND ANY MONEY AT THIS STAGE AN INVOICE WILL BE SENT LATER

4. Delivery of Final Products & Invoice

- Your finished products will be delivered via courier. Each pupil's order is individually wrapped and sorted into year group for easy distribution.
- The invoice for the orders, minus the funds you raised is e-mailed when the final products are delivered invoice terms are 7 days.































Products & Prices

Stationery Products	Parent Price	School Funding
12 Cards	£5.00	£1.00
24 Cards	£8.00	£1.50
36 Cards	£11.00	£2.00
A6 Postcards x 16	£2.50	£0.50
Sticky Gift Labels x 20	£2.50	£0.50
Wrapping Paper x 6 sheets	£5.00	£1.00
Value Pack 12 Cards, 6 sheets of Wrap, 20 Labels, & 16 Postcards	£12.00	£2.00

Gift Products	Parent Price	School Funding
Fridge Magnet	£2.00	£0.50
Keyring	£2.00	£0.50
Chocolate Bar	£3.00	£0.50
A5 Notebook	£4.50	£1.00

If extra funding or discount was agreed at the time of sign up, this will be reflected on your final invoice.

Design Guidelines

DO

- Use Water Based Paint
- Use Bright Coloured Pencils
- Use Bright Crayons
- Use Bright Pens
- FILL THE PAGE
- Leave a 1cm gap all the way round the edge (as this may be cropped off during the process)

DO NOT

- · Photocopy the form
- Stick / staple anything onto the form
- Use plain grey pencil
- Use glitter
- Use Metallic Ink
- Use collage

Checklist

- Check all design forms confirm children's names have been entered correctly & correct money paid.
- 2. Bank all the money in to school / PTA bank account.
- 3. Fill in the School Order Form to confirm number of orders per class (optional).
- 4. Organise forms into year order pack back in box(es) and seal in return Courier Bag provided.
- 5. Contact IQ via website / e-mail to arrange collection of forms.





















