IQ Cards Father's Day Fundraiser

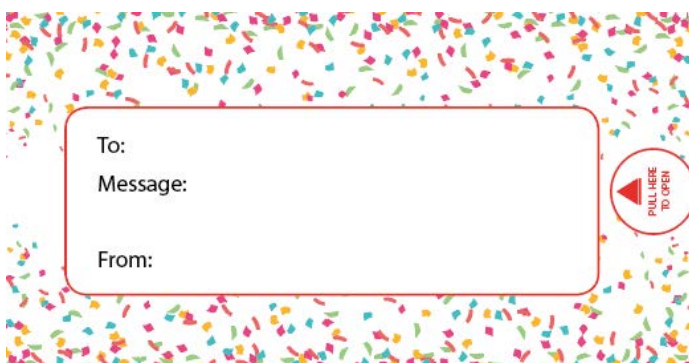

Child's Name is printed on top of cube

Child's Name is printed on chocolate bar wrapper

The outer of the card has a space so a personal message can be written

ITEM DESCRIPTIONS

Confetti POP Cards

These brightly designed surprise cards POP in to action when the card is ripped open, scattering confetti in to the air along with the card cube. These cards will brighten anyone's day! We have 3 fun designs to choose from. The Pop Card will be personalised with the child's name on the top of the cube, 'Love from……….'.

Chocolate Bar

No boring chocolate bar for Dad this year – give him something a little bit different. We have 3 great designs to choose from. The delicious 80g milk chocolate bars have the child's name printed on the front of the wrapper 'Love from……..'.

ITEM PRICES

Product	Cost to Parent	Funding To School
Pop-up Card	£4.50	£1.00
Chocolate Bar – 80g	£3.50	£1.00
*Gift Pack – Save £1.50 (Card & Chocolate Bar)	£6.50	£2.00

*Based on same name and design being used

ORDERING PROCESS

1. Sign-up online www.iqcards.co.uk/fathersday

Confirm how many pupils are in the school, contact details and delivery address.

2. IQ will deliver your project pack

A pack will be printed and delivered to school including the following items:

- 1 x order form for each child (with plenty of spares for siblings, staff etc)
- Example parent letter/ e-mail, this will also be e-mailed so can be amended and sent out to parents
- Posters to advertise the project around the school
- Example school order form – this is an excel spreadsheet which will be e-mailed

3. Plan the Fundraiser
- Decide suitable timelines based on our guidelines below
- Decide how you would like parents to pay
- Decide how you will advertise the fundraiser
- Decide who is in charge of collecting payments
- Decide who is in charge of entering the information onto the school order spreadsheet
- Decide who will be in charge of handing out the products when they are delivered

4. Engaging Parents

You will need to advertise the project to parents and staff, letting them know how to order and how to make payment.

You collect the money and bank it, IQ will invoice you at the end for the amount minus the funds raised. You may prefer cash, cheque or use the school's existing online payment system

Ensure parents know the payment methods you will accept, and provide them with all the necessary information, e.g. correct cash only / who to make cheques payable to / bank details and reference needed etc.

Promote the project - Use the posters we provide to put up around the school and advertise it on your social media (either PTA or School's), ask if you can put on the school website temporarily. The more you let people know about this the better response you will have.

5. Taking Orders

Send home the order forms in book bags with a covering letter (or you can e-mail parents instead of printing and sending the covering letter home).

Make sure parents know about required payment method and ordering deadlines.
Ensure school staff know where to put the money and order forms when they are returned.

6. **Timelines**

- Project packs available to order from Monday 19th April
- Packs printed and delivered within 3-4 days
- Advertise project and send home forms to parents by Friday 14th May
- Collect all orders and payments by Monday 24th May latest
- E-mail order spreadsheet to IQ Cards by Friday 28th May latest
- All orders will be delivered to school by Wednesday 16th June latest
- The earlier we receive your order the earlier you will receive it back – we have an approximate turnaround time of 2.5 weeks from receipt of order spreadsheet.

7. **Sending orders to IQ**

All orders need to be entered onto the school order spreadsheet, here is an example:

Year	Class	Name	Surname	Gift Pack Quantity	Gift Pack Design	Card Quantity	Card Design	Chocolate Quantity	Chocolate Design	Child's Name for products (max 16 x characters)	Total
5	PT	John	Smith	1	Design A	0	Design B	2	Design C	Johnnie	£ 13.50
5	PT	Emma	Jones	1	Design B	1	Design C	0	N/A	Ems	£ 11.50

The year, class, name & surname are for your records only to enable you to distribute the items at the end, the other items need to be entered very accurately to ensure the final products are correct.

Once all the orders have been entered on the spreadsheet e-mail the completed form to info@iqcards.co.uk, IQ will check it all through, confirm receipt and estimated order delivery date.

8. **Invoice**
   We will issue an invoice for the amount minus the funds you raised once the orders have been dispatched which will need to be paid within 7 x days.