

CLEMs BBQ FUNDRAISER INSTRUCTIONS

Six-eight weeks Prior to fundraiser

If fundraising for a study tour, determine whether profits will go into one pot and be equally divided or if each student will be credited for meals sold. Please note that if each student is credited, this creates quite a bit more work for the accountant for the event.

- 1) Decide on possible dates
 - a. Is 118 ASI available for packaging the meals and customer pick up
 - b. Have 2 or 3 possible dates and check with the Crops/Soils Sciences office to see if 118 ASI is available from 9:30 am – 2:30 pm on those dates
 - c. Confirm with person(s) who will be responsible for the accounting that they are available to assist with collecting funds, bookkeeping, etc.

AND

- 2) Call Clem's
 - a. Confirm a date
 - b. Discuss details: BBQ Chicken or Pork Sandwiches, Roll, 2 Sides, etc.
 - c. Agree upon profit margin per meal
 - d. Agree upon method of payment **ON THE DAY OF THE EVENT**
 - e. Arrange a time/date for signing of the Vendor Agreement
 - f. Fill in Vendor Agreement/Secure all signatures and get Clem's signature
- 3) Send the **FOUR** original signed copies to: Richel Perretti, Risk Management, 103 Rider (rap126@psu.edu, 863-5538). Ms. Perretti will return with approvals on Vendor Agreements. One copy will go to Clem, one copy should be at event, other copies are filed
- 4) Students secure donations of beverages
 - a. **NOTE: PSU has a contract with PEPSI. THEREFORE NO COKE BEVERAGES OF ANY FLAVOR MAY BE USED.** It is recommended that there also be available bottles of water and these must also not be a coke product.
- 5) Students secure donations of cookies. **NOTE** that homemade cookies made by fundraising participants are not allowed. Cookies must be prepackaged (from a grocery for example) or purchased from a business on the approved PSU catering list.
- 6) Create flyers advertising event...be sure to leave a blank that each student may fill in their e-mail address so that they may receive orders that way.
 - a. Meals should be picked up in 118 ASI between 11 am – 1:30 pm

TWO to FOUR Weeks Prior to Event Date

7) Create a schedule of who will work the event, in shifts from 10 am – 2 pm

8) Distribute sales sheets.

9) Sell meals at a suggested price of (\$8.50).

NOTE: MEALS MAY ONLY BE SOLD ON THE AG CAMPUS. THE CAS DEAN HAS APPROVED THIS. STUDENTS MAY NOT SELL IN OTHER BUILDINGS AS THIS IS CONSIDERED SOLICITING.

Sell to other students, faculty, staff, parents and relatives

Find a friend in a sorority/fraternity and sell them meals for dinner for that date

Hang signs on bulletin boards on CAS campus

Consider offering to deliver meals within a department

THESE should be presold meals!

TO BE A SUCCESSFUL FUNDRAISER, each student should pledge to sell meals to 25 people. Note that in the past individual students have sold up to 100 meals!

10) TWO DAYS PRIOR to event, ALL participating students stop selling and turn their forms/money into a designated person. This person will call Clem with the count of meals sold. Determine if any walk-in meals will be ordered...(generally 25 walk in meals are ordered for every 200 meals sold)...it is better if all meals are pre-paid. The designated person will then take all forms and money to the accountant for the event.

Suggest that students keep a copy of their orders and that they e-mail buyers to remind them to pick up their meals on designated date/time. Their e-mail should also suggest that for those who have ordered but are paying at pickup, they will be expected to pay for the ordered meal whether or not they pick it up.

11) Day of event: help Clem set up, etc. Give buyers their meals as they arrive. Be sure to thank each person. Help clean up. Pay Clem.

12) Accountant will do the final accounting and give a report to the group.