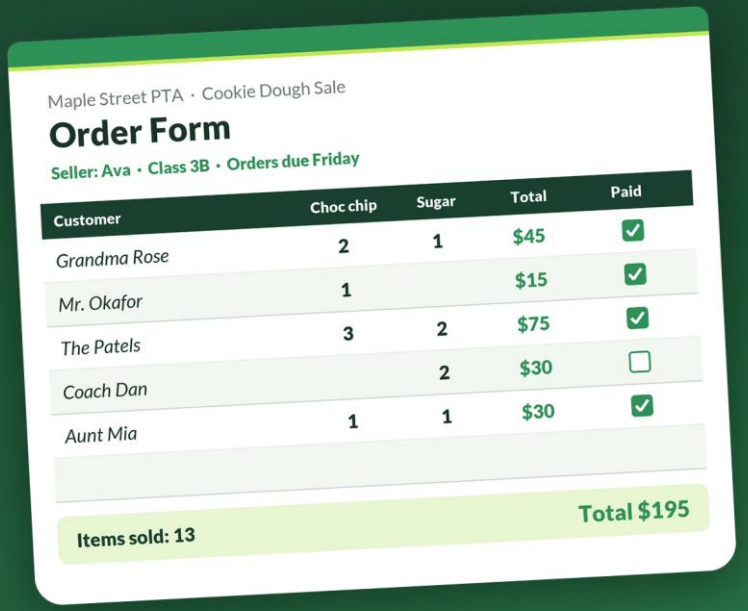
GalaBid

FREE FUNDRAISER ORDER FORM KIT

Fundraiser Order *Form Template*

Run a product sale without the paper chaos. Order forms, receipts, tally and count sheets, a pickup sheet, a timeline and scripts.

PLAN · SELL · TALLY · DELIVER



Trusted by fundraisers since 2011 · galabid.com

START HERE

How this kit *works*

Set up your sale, hand out order forms, then tally, count and deliver. Every printable form is ready for your logo.

Inside this kit

01 **Set up your sale**
Details, products, profit and your goal

02 **Order form and receipts**
One form per seller, plus tear-off customer slips

03 **Tally and supplier order**
A master tally sheet and how much to order

04 **Count and deliver**
Funds handling, a count sheet and a pickup sheet

05 **Timeline and scripts**
Week-by-week steps, a family letter and scripts

Before you start: the 60-second check

- ☐ Do we know our profit on each item?
- ☐ Have we confirmed the supplier's order deadline?
- ☐ How will supporters pay: cash, check or online?
- ☐ Who is our sale coordinator?
- ☐ Do we have two people to count funds?
- ☐ When and where is delivery or pickup?

Anything in **[square brackets]** is yours to fill in. Printable forms come without GalaBid branding.

SET UP YOUR SALE

Set up your *product sale*

Fundraiser name	
What we're selling	
Raising funds for	
Sale dates	Start: _____ End: _____
Orders and payments due	
Delivery or pickup date	
Make checks payable to	
Online payment link	
Sale coordinator and phone	

Products and profit

Product	Price	Our cost	Profit per item
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$

Profit per item = price minus your cost. It's the number that sets your goal.

SET YOUR GOAL

Work out how many *items to sell*

Divide your goal by the average profit per item, then share the total across your sellers.

Goal: $_____ ÷ **average profit per item** $_____ = _____ **items to sell**

Sellers: _____ → each seller needs to sell _____ **items**

$2,000 goal	÷	**$5** profit per item	=	**400** items to sell	→	**10 each** with 40 sellers

Example: a $2,000 goal, with $5 profit per item, means 400 items. With 40 sellers, that's 10 items each.

[Logo]

[Organization name] · [Fundraiser name]

Order Form

Seller _____ **Class or team** _____ **Orders due** _____ **Delivery** _____

#	Customer name	Phone or email	[Product 1] $__	[Product 2] $__	[Product 3] $__	[Product 4] $__	Total due	Paid (cash / check / online)	Delivered
1							$		☐
2							$		☐
3							$		☐
4							$		☐
5							$		☐
6							$		☐
7							$		☐
8							$		☐
9							$		☐
10							$		☐
11							$		☐
12							$		☐
13							$		☐
14							$		☐
15							$		☐
16							$		☐
17							$		☐
18							$		☐
19							$		☐
20							$		☐
	Totals						**$**		

Seller summary: Items sold _____ · Cash $_____ · Checks $_____ (count ___) · Online $_____ · **Total $_____**

Seller or parent signature _____ **Date turned in** _____

[Organization name] · [Fundraiser name] No. _____

Customer Receipt

Customer _____ **Seller** _____

Items ordered _____

Total: $_____ **Paid:** ☐ Cash ☐ Check # _____

Delivery or pickup _____

Thank you for supporting [cause]! Questions? _____

[Organization name] · [Fundraiser name] No. _____

Customer Receipt

Customer _____ **Seller** _____

Items ordered _____

Total: $_____ **Paid:** ☐ Cash ☐ Check # _____ ☐ Online

Delivery or pickup _____

Thank you for supporting [cause]! Questions? _____

[Organization name] · [Fundraiser name] No. _____

Customer Receipt

Customer _____ **Seller** _____

Items ordered _____

Total: $_____ **Paid:** ☐ Cash ☐ Check # _____ ☐ Online

Delivery or pickup _____

Thank you for supporting [cause]! Questions? _____

[Organization name] · [Fundraiser name] No. _____

Customer Receipt

Customer _____ **Seller** _____

Items ordered _____

Total: $_____ **Paid:** ☐ Cash ☐ Check # _____ ☐ Online

Delivery or pickup _____

Thank you for supporting [cause]! Questions? _____

[Logo]

[Organization name] · [Fundraiser name] · for the coordinator

Master Tally Sheet

Seller	[Product 1]	[Product 2]	[Product 3]	[Product 4]	Total items	Funds collected	Form turned in	Funds counted and signed
						$	☐	☐
						$	☐	☐
						$	☐	☐
						$	☐	☐
						$	☐	☐
						$	☐	☐
						$	☐	☐
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						$	☐	☐
						$	☐	☐
						$	☐	☐
						$	☐	☐
Totals						**$**		

ORDER AND COUNT

Order the right amount, *count it right*

Order from your supplier as soon as the tally is done, and always count funds in pairs.

Supplier order

Total of each product + ____% spare = **order quantity**

Product	Sold	Spare	Order

FUNDS HANDLING CHECKLIST

- ☐ Two people count all cash and checks together
- ☐ Both sign the count sheet
- ☐ Checks are endorsed "For deposit only" as soon as they're counted
- ☐ Funds are deposited within 48 hours
- ☐ Cash is never left in a car, classroom or locker
- ☐ Every seller's total matches their order form

The count sheet is on the next page.

[Logo]

[Organization name] · [Fundraiser name]

Count Sheet

Two people count all cash and checks together, and both sign each line.

Date	Seller	Cash	Checks	Online	Total	Counted by	Verified by
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
	Totals	**$**	**$**	**$**	**$**		

Deposit

Deposited on _____ **Amount** _____ **Deposited by** _____

[Logo]

[Organization name] · [Fundraiser name]

Delivery and Pickup Sheet

Pickup date and place _____ **Volunteers** _____

Seller	Order bags ready	Picked up by	Signature	Date
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
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	☐			
	☐			
	☐			

Missing or damaged items

Seller	Customer	Item	Issue	Resolved
				☐
				☐
				☐

TIMELINE

Your sale, *week by week*

Start three weeks out, and place your supplier order within 2 days of orders closing.

When	Do this	Done
3 weeks before	Confirm products, prices and supplier deadline	☐
2 weeks before	Print order forms; send the family letter	☐
Sale starts	Hand out forms; share the online link	☐
Mid-sale	Share a progress update and top sellers	☐
Orders due	Collect forms and funds; complete the master tally	☐
Within 2 days	Place the supplier order	☐
Delivery day	Sort orders by seller; run pickup	☐
After	Share the total and say thank you	☐

LETTER AND SCRIPTS

Copy, paste and *send*

Swap in the **[bracketed]** details.

FAMILY LETTER

Dear families,

We're selling **[product]** to raise funds for **[cause]**. Orders are due by **[date]**, with delivery on **[date]**. Please fill in the attached order form, collect payment when you take each order (checks payable to **[name]**, or online at **[link]**), and return the form and funds in a sealed envelope.

Thank you for your support!

SELLER SCRIPT

"Hi! I'm raising funds for **[cause]** by selling **[product]**. They're $**[price]** each. Would you like to order some?"

ONLINE SHARE

We're selling **[product]** to support **[cause]**! Order by **[date]** here: **[link]**. Thank you!

THANK YOU

Thank you! Together, we sold **[number]** **[products]** and raised $**[amount]** for **[cause]**.

TAKE IT ONLINE

Take your fundraising *online with GalaBid*

Give your supporters one place online to shop and buy items through a dedicated Buy Now campaign.

- ✓ **Donations, raffles, auctions and event tickets**
- ✓ **Payments go straight into your own Stripe account**
- ✓ **Zoom support calls and a Campaign Health Check**
- ✓ **One campaign page to share with your supporters**
- ✓ **Help from real people by live chat, 7 days a week**

See pricing for your region: galabid.com/pricing

GalaBid

Raise more, stress less.