

Fundraiser Application 2015-2016

Organization: _____ Web: _____

Coordinator Name/Title: _____ E-mail: _____

Phone: _____ Good days/times to call: _____

Estimate # of individual sellers: _____ Start/end dates of sale: (2-3 weeks sugg., max 4 weeks) _____

Brief description of the format for your fundraiser [single event, student/parent/member sales, ...]

BILLING INFORMATION

Name: _____ Phone: _____

Address: _____

Email: _____

PLEASE INITIAL BELOW

_____The **Organization** has agreed to conduct a fundraiser, selling the SunriseGuide during the dates stated above. We understand that we will be invoiced one week after the completion of our sale for the total number of books delivered to the organization (minus any returned in sellable condition) during that period. Pricing is based on total number of books sold within a one month period. We will be assessed a \$10 fee for any unsold books that need to be picked up at the end of the sale. This fee will be waived if our group sells a minimum of 26 books or delivers unsold books to the SunriseGuide office at 80 Elm Street in Portland.

_____The **Organization** will also provide one contact person responsible for coordinating the fundraiser (distributing fundraising materials to sellers, tracking books sold, collecting payment from sellers and reporting and making payment to the SunriseGuide, and distributing books).

The **SunriseGuide** will provide: sales materials including envelopes, order forms and receipts to leave with your customers; local support to make your fundraiser a success.

Early Bird Special Earn More!

Submit your application by September 25th, and you'll be **guaranteed** to earn \$10 per book sold— regardless of the number you sell!

SELLING PRICE PER BOOK - \$20*		
QUANTITY SOLD	GROUP KEEPS	WHAT YOU CAN EARN
1-50	\$7.00/BOOK	Sell 50 books, earn \$350
51- 90	\$8.00/BOOK	Sell 90, earn \$720
91-150	\$9.00/BOOK	Sell 150, earn \$1350
ANY NUMBER!	\$10.00/BOOK	Sell 300, earn \$3000

These levels are based on total books sold within a one-month period.

*SALES TAX ELECTION

Maine statute exempts schools (public/private, elementary, secondary, post-secondary) from collecting sales tax on items sold. However, preschools, churches and non-profit organizations are not exempt and must collect sales tax on items they sell. Please refer to Maine Revenue Services or your tax professional for more information.

If you are a preschool, church or non-profit organization, please check here if you would like the SunriseGuide to submit the sales tax you collect to Maine Revenue Services on your behalf.

LOST OR DAMAGED BOOK POLICY: The **SunriseGuide** recognizes that students will sometimes lose or damage sample books. Our policy is to share the cost of these items with the organization. The **SunriseGuide** will cover \$6 of the cost of each lost or damaged book, for up to 5% of the books sold (i.e. 5 of 100) and the organization will be expected to cover \$6 per book. A book is considered damaged if it is stained, written on, missing coupon(s) or is otherwise un-sellable.

Signature _____ Date _____

Printed _____