



TRI FOLD ORDER FORM

FUNDRAISING KIT

ORGANIZATION: _____

QTY RESERVED: _____

We have received your request The Manna Express Tri Fold Order Form. Included with the order forms are your fundraising support materials as follows:

1. Cover Letter
2. Helpful Hints
3. Step-By-Step Instructions for the Coordinator
4. Step-By-Step Instructions for the Participant
5. Sample Introduction Letter to Participants
6. ACH Form
7. Merchant Discount List
8. Master Order Form
9. Poster

**All support material found on <http://mannaexpress.net/tri-fold-order-form.html>

We thank you for your interest in our most traditional approach to scrip fundraising. Our full-color Tri Fold Order Form allows your nonprofit organization to offer a one-time fundraising campaign, for specific holidays or any particular goal / special event throughout the year. This form allows you to open your fundraising campaign to friends, family, neighbors and coworkers and ultimately boost your sales and profit for your fundraising needs. ***Remember, with each gift card sold a profit is made!***

After reviewing the enclosed Fundraising Kit, please let us know if you need further assistance or have any additional questions.

Happy Fundraising!
Manna Express Scrip Company
888-272-1952
www.mannaexpress.net



HELPFUL HINTS

Announce/Promote the Sale

- Send home the Tri Fold Order Forms and instruction page to each family in your group. A sample letter is included in this packet but the template can be found online at <http://mannaexpress.net/tri-fold-order-form.html> for you to customize for your group.
- A poster is included with your pack which can be utilized to remind your participants about your scrip fundraising campaign by hanging it in the halls of your school or organization.
- Ask your families to give the forms to their employers for holiday gift giving
- Share with your families WHY and WHERE you are utilizing the profit made from the fundraising campaign!
- *Tip: Use some of the profit from your sale to buy a gift card for the family with the top sales*
- Remind them often that with EVERY gift card sold a PROFIT is made!

Support Materials

- Step by step instruction for parents/members. It is the Coordinator's responsibility to communicate the details of the campaign, including how to tally the order form, submitting the Master Order form, and the fundraising campaign start and end date.
- Tallying the order form – An excel template of the order form with formulas can be found online at <http://mannaexpress.net/tri-fold-order-form.html>
- Step by step instructions for Coordinator
- Master Order Form instructions
- Detailed instructions for online ordering for Coordinator
- Detailed instructions for checking and distribution of the order



STEP-BY-STEP INSTRUCTIONS FOR THE COORDINATOR

DISTRIBUTION OF ORDER FORMS

1. Order and reserve one time order forms. We recommend ordering one for each family/member
2. Master order form is included in this packet and can be downloaded online – one for each family/member is recommended.
3. Once the forms are received, it is the responsibility of the coordinator to provide their participants the intro letter, step by step instructions, Tri Fold Order Form, and master order form. They must also determine the start and end date of fundraising campaign.
4. Distribute to families/members to begin!

ORDER PLACEMENT

Orders can be submitted to Manna Express online at www.mannaorders.net. Orders are accepted Monday – Friday, 24 hours per day, 7 days a week. If your order is received before 1:00pm CST we will ship your order within 48 hours via Fed Ex (your choice of overnight or ground). See <http://mannaexpress.net/ordering-shipping.html> for a list of shipping options and fees.

PAYMENT

Payment is accepted by check payable to The Manna Group or ACH (Automatic Debit). The amount due is the discounted amount of gift cards purchased – your profit is instant! If the check is the preferred method of payment, your order will be held until the check is received. Checks should be mailed to: *The Manna Group, 887 Wilmette Road, Suite E1, Palatine, IL 60074*
If ACH is the preferred method of payment, we will release your order within 48 hours and initiate ACH the day of shipping.

ACH FORM (included in this packet) – Once this form is submitted to The Manna Group, please allow 7-10 business days for bank approval. A Manna representative will contact the coordinator once this is approved.

ACCEPTING AND TALLYING MASTER ORDER FORM

Provide your families/members a specific date when ALL FORMS AND PAYMENTS should be submitted back to their coordinator. Your families/members are responsible for tallying their own order form. If needed, an excel template can be found at <http://mannaexpress.net/tri-fold-order-form.html> which will help to automatically tally their orders. The coordinator should ONLY receive the master order form from each family, showing the total amount for each card purchased and all checks associated with their campaign (payable to direct to organization).

Once all of the required materials are received, it is now the coordinator's responsibility to enter the master order forms in their MannaOrders account. Also at this time, the coordinator should verify all checks received are correct and match total of the master order form received. Please remember to instruct your families that anyone paying with a check should indicate the



participating family/member name in the notes field. This ensures that if a check is not valid, the coordinator can reach the family/member of their group.

ENTERING MASTER ORDER FORMS

Your organization number and password is needed to access MannaOrders (www.mannaorders.net). Please contact the office if this information is needed.

MannaOrders is our online scrip management program which allows the coordinator to enter the master orders forms' contents and tally your campaign's sales. Our program will keep track of each family's order, provide the amount due to The Manna Group, and organize all of the reporting needed to manage your campaign.

***The completed master order form and checks should match the Grand Total entered into MannaOrders. Once your completed order has been submitted, you will receive your order within 48 hours (pending payment). The order received will include an invoice showing the totals of each gift card with the range of serial numbers matching the cards you will receive. Please verify this information before distribution to your participants. If a problem is found, contact the office immediately.

DISTRIBUTION

You can now begin to fulfill your individual family/members orders. Distribute each order using the master order forms received from your families/members. *Once the order is assembled and ready for the recipient, make a copy of the master order form in order for the family/member to use when they distribute the gift cards to the individual families.*

ODDS AND ENDS

All information can be found online at <http://mannaexpress.net/tri-fold-order-form.html>.

If additional forms are needed at any time, please submit the reservation form to mail@mangroup.net or fax to 847-202-8451. Forms will be delivered or shipped within 5 business days.

MANNAORDERS is a user-friendly, online scrip management program – please contact the office with any questions you might have. We are happy to help at any time!



STEP-BY-STEP INSTRUCTIONS FOR THE PARTICIPANT

1. Receive your Tri Fold Order Form and master order form from your coordinator.
2. Fill out the Name of Organization, Participant Name and Orders Due Date before beginning your campaign.
3. Offer the gift cards to your family, friends, neighbors and co-workers using the Tri Fold Order Form
4. Each family purchasing the gift cards should include on one line only:
 - a. Family Name and Phone #
 - b. Quantity of each card purchased
 - c. Total check amount due (should include all pages, front and back)
 - d. Payment to The Manna Group for order total
 - e. VERY IMPORTANT – Please have each family purchasing gift cards write the family name in the notes field of their check.

EXAMPLE:

ABC ELEMENTARY SCHOOL Name of School or Group		National Retailers															Online/Catalog										Travel										Restaurants										Pharmacy										Subtotal \$ Due										Grocery										Retailers										Gas										Grand Total \$ Due																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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EXAMPLE:

GIFT CARD		DENOMINATION	QUANTITY	TOTAL
AMC	\$25	2	\$	50.00
Bath & Body Works	\$10	5	\$	50.00
Disney	\$25	4	\$	100.00
Express	\$25	4	\$	100.00
JoAnn Fabrics	\$25	4	\$	100.00
Amazon.com	\$25	4	\$	100.00
Hyatt	\$100	1	\$	100.00
Caribou Coffee	\$25	8	\$	200.00
Landy's	\$25	6	\$	150.00
Panera	\$25	1	\$	25.00
Starbucks	\$10	5	\$	50.00
Subway	\$10	1	\$	10.00
Target	\$25	8	\$	200.00
Walmart	\$25	4	\$	100.00
Dominick's	\$100	4	\$	400.00
Jewel	\$100	1	\$	100.00
Meijer	\$100	5	\$	500.00
Buona Beef	\$10	5	\$	50.00
BP Gas	\$50	1	\$	50.00
TOTAL				\$ 2,435.00

Include TOTAL tallied amount of each gift card order and submit both copies to Coordinator
Yellow copy will be returned with your filled order

7. VERY IMPORTANT: Keep your Tri Fold Order Form in a safe place, as you will need this form to distribute gift cards once your completed order is received.
8. Submit the completed Master Order Form to your coordinator with all checks received. Your order will be returned with a copy of the master order form. It will then be your responsibility to distribute the gift cards to those who have ordered.

Please contact your Coordinator with any questions regarding the ordering-taking and receiving process.



SAMPLE INTRODUCTION LETTER

Greetings!

((Organization Name)) will be participating in Scrip Fundraising! Attached you will find one master order form and one tri fold order form offering approximately 120 local and national gift cards. With EACH card sold, our organization will make a profit! We are asking our families/members to offer the gift cards to family, friends, neighbors and coworkers to help raise funds ((Organization Name)).

Facts about Gift Cards:

- Gift cards shown are the same cards purchased direct from the merchant
- Many of the cards are redeemable at multiple locations – see back of the order form for details
- Gift cards have no expiration date or fees
- Gift cards may be redeemed in stores nationwide, online or catalog sales
- Cards can be redeemed for multiple purchases until balance is depleted or combined for a single purchase

Reasons to Buy Gift Cards

- Gift cards are always the right size and color
- Great for holiday gift giving
- Purchase gift cards for every day purchases such as groceries and gas
- Remember, with EVERY gift card purchased a profit is made!

Our fundraising campaign begins ((Date)).

Master Order forms are due no later than ((Date)).

Please submit your master order form, including ALL checks to ((Coordinator Name)) on or before ((Date)).

Thank you for your support,

((Coordinator Name))

((School Name – Phone # – Email))

The Automatic Debit Payment option is available as a convenience to all participating Manna Group organizations. Streamline your program by authorizing The Manna Group to receive your payment directly from your financial institution.



If you are already using the Automatic Debit Payment option and no banking changes have occurred, there is no need to update this information.

ACH Authorization Automatic Debit Payment Option

Customer Name:

Contact Name:

Phone Number:

Email Address (required):

Bank Name:

Bank Phone:

Account Type: Checking or Savings

Bank Location (City & State):

Account Routing Number:

Account Number:

I hereby authorize The Manna Group to debit/credit entries to our bank account indicated above at the depository named above, to debit/credit same such account. This authorization is to remain in full force and effect until The Manna Group has received written notification from me.

|| _____

Authorized Account Holder (Please Print)

|| _____

Title

|| _____

Signature

|| _____

Date

- Check this box if you approve to credit this account for all credits on profit due for your organization

Mail or FAX to:
The Manna Group
887 Wilmette Ave. Ste. E1
Palatine, IL 60074

MASTER ORDER FORM

