

Date:

Dear Chairperson:

This letter will serve as our Letter or Agreement on the terms for a Fund-Raising event to be operated by Fellows Creations, Crafts & Gifts (FCCG) from \_\_\_\_\_ to \_\_\_\_\_.

Our goal is to make this fund-raising campaign as successful as possible. To that end, we like to clarify the terms of our agreement up front, and eliminate the potential for confusion caused by any miscommunication.

FCCG will provide, before the start of the campaign:

- \_\_\_\_\_ Catalogues and Order Forms
- \_\_\_\_\_ Prize Listings
- "Master Order" Tally Form (and Summary Form, for use when multiple forms are used)

Chairperson will, at the start and during the campaign:

- Distribute the catalogues to the fund-raising solicitors
- Coordinate orders received and collect donations
- Prepare a "Master Order" (or several "master orders", as required – it may be done by "class" to simplify distribution later)
- Remit 50% of collected funds and the "Master Order" to FCCG

FCCG will, after order information is received from chairperson:

- Place order for merchandise and prizes
- Deliver all merchandise and prizes ordered, (to occur 21-28 days after the receipt of the "Master Order")
- Provide assistance in unpacking and inspecting each item upon delivery
- Promptly order replacements for any defective or damaged items at no additional cost
- Calculate all costs and prepare supporting documents for determination of profits and remaining funds due

Chairperson will, upon receipt of merchandise and prizes:

- Coordinate the distribution of all orders to the proper donors
- Remit reminder of funds due to FCCG and KEEP YOUR SHARE OF THE PROFITS.

It is agreed that the PROFITS (total after all expenses have been paid) will be shared EQUALLY between Fellows Creations, Crafts and Gifts and \_\_\_\_\_.

We are looking forward to working with you, and intend to make this a positive and profitable fund-raiser!

Sincerely,

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Lori Fellows, Proprietor  
Fellows Creations, Crafts & Gifts

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Chairperson's Name, Chairperson  
Organization's Name