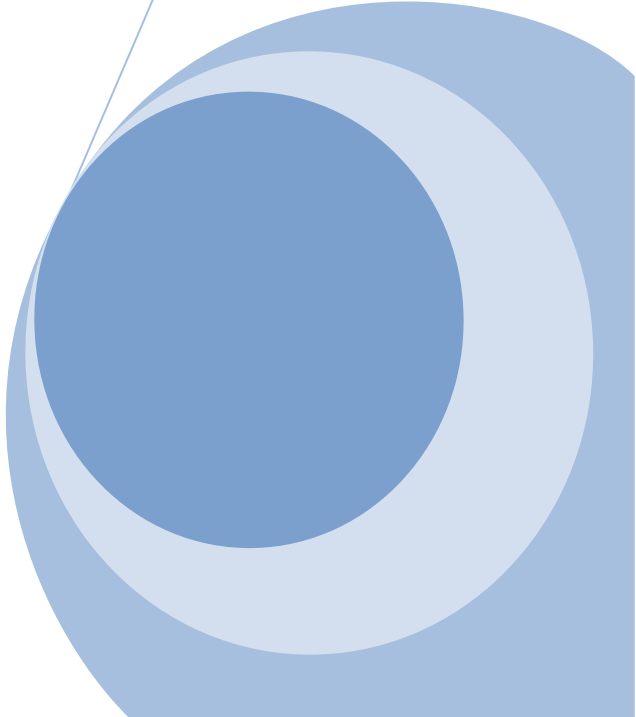


Magazine Sale

Sponsor Guide



Magazine Discounts:

*To receive discount price, you must follow directions below or discount is void!
Discounts NOT applicable to Internet Orders or Student Purchases!

Staff Discount: 50% off all items!

Direction:

DO NOT WRITE “STAFF OR TEACHER ORDERS” ON FORM!!!

STEP 1. Write the **FULL** booklet price of your “selected” item(s) you wish to purchase, from the CATALOG provided, on the order form! **Catalog Full Price Must be written on form!**

STEP 2. Check NEW or RENEWAL. Copy name and address as printed on your mailing label if it's a renewal.

STEP 3. Make your **Check Payable to YOUR SCHOOL for HALF of the total.**
(Example: For \$16 Magazine, write in \$16 on form BUT write check for \$8.00!)

STEP 4. Turn in forms and check to your **school coordinator or office** by end of sale!



PLUS 800 additional titles!

SHIPPING MAGAZINE ORDERS:

1. Separate **White Company** copies from **Yellow School** copies.
2. Complete **SALES & RECAP** sheet with school information and total of magazine subscriptions and amount collected.
3. Enclose **ALL "WHITE" COMPANY** copies of order forms along with a check made payable to **Gigafunds, Inc** for **55% of the gross sale!**

Example:	School sale is:	\$10,000 Total
Write check for:	\$5,500	
Profit Kept:	\$4,500	

4. A complete audit will be done and issue you an invoice for the difference or a credit for any overage along with Internet sales profits.

5. Place Order Forms, Check and Sales Recap in Envelope/Box and affix PRE-PAID Label for shipping. (CALL OUR OFFICE FOR UPS PREPAID LABEL THAT WILL BE EMAILED!)

6. SEND TO: **Magazine Orders
Gigafunds, Inc
8819 Landmark Circle
Redding, CA 96001**

7. Write down Tracking Number# _____

8. Keep School Copies in safe Place for 1 year.

9. Customer will receive Magazines in 6-10 weeks. Customers can check orders <http://www.aphearst.com> or call 1.800.284.9711.

10. Call us with any questions at 1.800.517.6260 or fredides@sbcglobal.net

Shipping Instructions/ UPS LABEL

Magazine Sale Orders

1. Place all **WHITE** copies of the order forms in the Box provided immediately after sale has concluded! (**School Keep Yellow Copies for 6 months!**)
2. Place the **SUMMARY REPORT** (White, referencing the school) along with all orders in box. (**Summary Report Form MUST be included!**)
3. **CONTACT OR EMAIL** Gigafunds, Inc for “UPS PRE-PAID LABEL” which will be immediately e-mailed to you to insert into plastic pouch! **1.800.517.6260** OR **fredides@sbcglobal.net**
4. **Write down the tracking number printed on form UPON RECEIPT.**

TRACKING NUMBER _____

5. Hand box to any UPS driver, UPS center, drop box, Office Max or shipping center for delivery!

NOTE: **All late orders** should be sent in US Mail envelope if missed in the initial UPS mailing:

Fred Ides
Gigafunds, Inc
8819 Landmark Circle
Redding, CA 96001



BOOKKEEPING TRACKING REPORT (OPTIONAL)

Product: Magazine/Gift Combo ___ Gift Home Delivery ___ Gift Traditional ___
Magazine Only ___ Cookie Dough ___ Other ___

Assembly Date: _____ Bookkeeper _____

Phone Number _____ Turn-In Days _____

Last Year's Sale _____ Goal This Year _____

SALES SUMMARY

Total Sales Students \$ _____ Staff \$ _____

Cash Awards Given Out \$ _____ Net Deposit To School \$ _____

Money Turned Over To: _____ Title _____

Orders Shipped Out On: _____ Via: DHL, FEDEX, UPS, Other ___

Tracking Number _____

Duplicate Orders Given To: _____

Prizes That Are Needed : _____

Bookkeeper _____ Date _____

Please e-mail results to Or Call 1.800.517.6260

DAY 1 TURN-IN

DATE _____

Total Student Orders \$ _____ Running Total _____

Cash Held Back \$ _____

Checks: _____ Cash _____ Dep. Given To: _____

DAY 2 TURN-IN

DATE _____

Total Student Orders \$ _____ Running Total _____

Cash Held Back \$ _____

Checks: _____ Cash _____ Dep. Given To: _____

DAY 3 TURN-IN

DATE _____

Total Student Orders \$ _____ GRAND TOTAL _____

Cash Held Back \$ _____

Checks: _____ Cash _____ Dep. Given To: _____

Please E-mail or call in totals Daily! fredides@gigafunds.org or 1.800.5176260
www.gigafund.org

See Web Site For Automated Spreadsheets Available For Tracking Student Sales Data!

**RETURN THIS FORM TO FRED IDES WHEN FINISHED!
DO NOT MAIL WITH ORDERS!**

Ways To Help Sale!

1. **ADVERTISE!** Let everyone know when the sale starts and when "turn-in" days are. Advertise on SCHOOL MARQUE...MAKE BIG POSTERS AND DISPLAY ON CAMPUS...USE SAMPLE PARENT LETTER AND INCLUDE IN MAILINGS...LOCAL NEWS RELEASE IN PAPER.
2. **BULLETINS!** Make announcements letting everyone know how we are doing. WRITTEN BULLETINS announced in class or morning "all call" announcements are very helpful. Announce top student sellers, big prizewinners, next turn-in day ect. KEEP THE SALE IN FRONT...it's over before you know it and pays for your entire school year!
3. **STAFF INVOLVEMENT!** All staff receives a 50% discount OFF all products. Let them know how important their endorsement and involvement is during the sale. Teachers can have homeroom competitions, top seller group within their class or participation awards within class.
4. **STAFF CHALLENGES!** Faculty challenges to student body can be fun, increase morale and provide great benefits. Principals or teachers will perform or do certain things tied to specific school goals..."Pie In The Face", Dunk Tank, special assembly, extra recess, teacher fun dress, ...students can come up with many good ideas for challenge rewards.
5. **SCHOOL PRESENTATION!** During the "kick-off" assembly, the Principal and/or student leadership make a brief appeal to students for their involvement! Answer questions as to where does the money go? Why it's important for everyone to get involved.
6. **SET A GOAL!** Let everyone know how much money needs to be raised EACH turn-in day and how much is needed by the end of the sale! What is the GOAL? What will the money be used for?
7. **INTERNET ORDERS!** The Internet is here! We have a great WEB site at www.aphearst.com where students can sign in, develop a brief home page and send out E-Mails to all their family and friends. School receives the money and students receive credit for prizes. Encourage Internet use as a great way to help!
8. **LINK OUR PAGE!** If your school has a web site, link it with www.aphearst.com explaining to your parents and community that they can order or renew magazines year round and the school receives the credit. This is a great way to continue to receive extra dollars throughout the year! Be sure to remind them of the SCHOOL CODE: GO(SCHOOL NAME)
9. **DON'T FORGET LAST YEAR'S CUSTOMERS!** Use your yellow copies from last year's orders or WE can provide you with a list of previous year customers who need to have their magazine renewed. A simple postcard with the school code and our web address is all that's needed to realize this overlooked benefit.
10. **CONCLUDING THE SALE WITH A BANG!** End the sale with a GREAT BIG Thanks to everyone. Announce on marquee, newsletter, notes and announcements!

Your attention please...

We are unable to process the attached order(s) because of the following:

- Money does not match order price. Please remit \$ _____
- Recipient's address is incomplete. Please complete and check the address for accuracy.
- Code number and/or title of selection are missing.
- Other: _____

Please return this form *with* your corrected order(s) as soon as possible.

Student Name

Teacher/Room #

Thank you for supporting our magazine fundraiser!

Your attention please...

We are unable to process the attached order(s) because of the following:

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AMERICAN PUBLISHERS

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WebSales Report Instructions for Sponsors

Log onto www.aphearst.com.

Select Other Log-ins from the gray menu bar.

Click on the button for Chairperson's Login. A small gray box will appear on your screen. Type in:

Member name: **aph**

Password: **aphearst**

On the next screen, enter your school webcode, then click Get Report.

You will see a spreadsheet of student information.

To get totals for each student, click on the Print button.

**Please note that your computer must be able to receive pop-ups through our website. If you have blocked pop-ups, click on the bar above the red box on your screen for options to disable the pop-up blocker, and click on Print again. You should then see the actual student report of websales.

The new format for the websales report gives you the option of selecting a date range. If you wish, enter the appropriate dates in the boxes and then generate the report by clicking on Print. This feature may come in handy if totaling sales during a specific period of time for Turn-in Day prizes.

If you have unblocked pop-ups on your computer and still cannot generate the report, you may need to upgrade your Adobe program to the latest version which is available through the internet at no charge.