

# north country fundraising



## PROGRAM INSTRUCTIONS

North Country Meat & Seafood Ltd. is pleased to provide a Centre-Of-The-Plate Fundraising Program to your team or organization. We are committed to making this an easy and successful experience and the following procedures will help make this happen:

### Step 1: Register

Once you have received our current Fundraising information;

- ✓ The Fundraising Coordinator must contact our Fundraising Department to schedule delivery date.  
**Note: A pre-scheduled delivery date is critical and must be set to ensure availability.**

### Step 2: Disperse Sell Sheets and Order Forms – Start Selling!

- ✓ Provide each member of your team or organization with a Sellers order form/Customer order form.
- ✓ Review the program terms and materials with each member and advise them of their deadline to hand in their seller's order form and payment.  
**Note: Payment must be made to your organization.**
- ✓ We recommend that sellers encourage cash and only accept cheques from reliable/trusted sources. These cheques must be payable to the organization, not to Macgregors Meat & Seafood.

### Step 3: Collect Orders with Payment and Summarize

- ✓ Collect all orders and payment. We suggest you collect all payments and orders five business days prior to your scheduled delivery date.
- ✓ Review orders to ensure that they are accurate.
- ✓ Summarize all the orders on to one *Summary Order Form* and submit to our Fundraising Department three business days prior to your delivery date.

### Step 4: Delivery and Payment

- ✓ Have your organization members meet our delivery truck at the pre-determined location and time.
- ✓ Our driver will review the total order with you referencing the *Summary Order Form* submitted.
- ✓ Once you have reviewed the total order with the driver, you will sign the bottom of the *Summary Order Form* confirming that the entire order was accounted for at the time of delivery.
- ✓ At this time you will provide our driver with the full payment of the order.  
**Note: Payment is only accepted in Certified Cheque, Money Order, Bank Draft or Cash**
- ✓ Have each Sellers Order Form ready to call out the product to the driver. Our driver will help to sort each of your sellers orders, one at a time.  
**Note: Please review each order as the driver is separating it before removing from the truck.**

# PROGRAM INSTRUCTIONS

## Terms and Conditions

- ✓ Delivery date, time, and location must be scheduled as soon as customer registers to use our Centre-Of-The-Plate Fundraising Program.
- ✓ Your minimum must be met to secure your delivery date, time and location.
- ✓ One fully completed *Summary Order Form* must be submitted via email three to four business days prior to scheduled delivery date.
- ✓ Changes to the order cannot be made once the order has been processed.
- ✓ The Fundraising coordinator to arrive 10 minutes prior to delivery time.
- ✓ Payment is due at the time of delivery and can be made in a **Certified Cheque, Money Order, Bank Draft** or **Cash payable to Macgregors Meat & Seafood LTD.**
- ✓ No credit card , debit payments or personal cheques will be accepted.

## Tips for Fundraising Coordinators

- ✓ Carefully and strictly follow all deadlines (i.e. selling period, order placement, and delivery dates).
- ✓ Emphasize payment policies. Do not allow exceptions.
- ✓ Remind the sellers that they are handling frozen product; they need to be prepared to deliver within a few hours, or to store the product until a delivery can be made.
- ✓ Occasionally remind your sellers of the program and the timelines (ex. Delivery date, order due date)
- ✓ Review the sellers order forms for completeness and accuracy as soon as you receive them.
- ✓ Carefully summarize all of the orders onto the Summary Order Form. Double-check prior to submitting.
- ✓ It is important to quickly unload the product in an orderly manner. Appoint someone to assist you.

***This program is currently available from Toronto to Parry Sound/Huntsville and from London to Kingston!***

***For more information:***

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***We appreciate your feedback!***

***Please let us know how you like our products!***

***[northcountryfeedback@gmail.com](mailto:northcountryfeedback@gmail.com)***