

# Smart Savings Card Program Overview & Planning Guide

## USING THIS OVERVIEW & PLANNING GUIDE WILL ASSIST YOU IN EXECUTING A SUCCESSFUL FUNDRAISER!

\_\_\_ **School/Group Fundraising - Purpose for Fundraiser:** \_\_\_\_\_

\_\_\_ **School/Group Fundraising Goal:** \$ \_\_\_\_\_

\_\_\_ **Assign Social Media Coordinator:** \_\_\_\_\_

Example: Facebook, Twitter, Instagram, etc.

\_\_\_ **Assign Daily Announcement Coordinator:** \_\_\_\_\_

\_\_\_ **Determine fundraiser start date:** \_\_\_\_\_ **end date:** \_\_\_\_\_ (Usually 2-3 weeks)

- Prize distribution is recommended within 1 week of fundraiser closeout.

\_\_\_ **Recruit your team of staff/volunteers to support the execution of your fundraiser:**

- Suggestions: Staff, Parents, Students, Non-Profit Community partners needing volunteer hours (Scouts, Churches, High School Band or FBLA programs, cheer teams, etc.)

\_\_\_ **Complete Fundraiser Planning Calendar** (see example)

- This will benefit all organizers/volunteers to help keep your fundraiser on schedule.

### Add the necessary information into the bottom calendar to plan out your fundraising campaign.

This is an example of how to fill out a Fundraising Planning Calendar

Example	Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun
Week 1 Aug 8 - 12	Deliver appropriate number of Packets to each Classroom Post to Social Media	Open House Post to Social Media	Start / Kick off Send packet home	<b>Daily Announcement Reminder 1</b>	Turn in day #1 Post to Social Media	
Week 2 Aug 15 - 19	<b>Daily Announcement</b> Extra turn in day (optional)	<b>Daily Announcement</b> Post to Social Media	<b>Daily Announcement</b> Post to Social Media	<b>Daily Announcement</b> Reminder 2	<b>Daily Announcement</b> Turn in day #2 Post to Social Media	
Week 3 Aug 22 - 26	<b>Daily Announcement</b> Post to Social Media	<b>Daily Announcement</b> Reminder 3 Final Announcement	<b>Daily Announcement</b> Final Turn in day	Fax prize info	Close out	

### Fill Out Your Fundraising Planning Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun
Week 1						
Week 2						
Week 3						

# Smart Savings Card Program Overview & Planning Guide

\_\_\_ **Complete and copy Reminder 1-2-3 Notice, INCLUDE END DATE in 2<sup>nd</sup> notice.**

- Cut and deliver to teachers who will send home with students on designated dates.

\_\_\_ **Post fundraiser start and end dates on school sign and social media sites. Hang all promotional posters in high traffic areas throughout the school**

- Suggestions: cafeteria, school exits, busy stairwells and hallways.

\_\_\_ **Decide on additional in-house student/teacher incentives** (recommended).

- See Day Pass examples attached for additional ideas. Templates are provided

\_\_\_ **Create a parent letter** (optional).

- Include parent letter in packet that goes home with student. (Reference School Letter pages)
- 

\_\_\_ **Assemble/Distribute Teacher Communication and Student Packets to each classroom, utilizing volunteers**

- Teacher Communication includes:
  - Prize Poster
  - Reminder Notices 1-2-3
  - Free Smart Savings Card (optional)
  - White Accounting Form (optional)
- Student Packet includes:
  - Refer to your selected strategy

\_\_\_ **Communicate fundraiser goals and execution points with teachers, staff, and administrators** (suggestion: during faculty meeting).

## **EXECUTING THE FUNDRAISER**

\_\_\_ **List the name of each student on White Classroom Accounting Form.**

\_\_\_ **Send home student packet** - Refer to your selected strategy

- Important: Insure students and teachers name are on the collection envelope

\_\_\_ **Update White Classroom Accounting Forms as orders are brought in. Notating number of cards sent home, cards sold, and cards returned with each student.**

- See Financial Overview

\_\_\_ **Verify accuracy of payment and completion of the order on the envelope.**

\_\_\_ **Continue DAILY ANNOUNCEMENTS to keep excitement and momentum going!**

\_\_\_ **Send home 1-2-3 Reminder Notices per planning calendar, on designated dates.**

\_\_\_ **Finalize White Classroom Accounting Form for each classroom.**

- Turn into fundraising coordinator who will transfer classroom totals to the yellow master \_\_\_  
**FAX the Prize Order Form** to 615-240-2053 or **Email** to your Sales Representative below.

Kevin Ranchino: [ifkevinr@gmail.com](mailto:ifkevinr@gmail.com) or Dwayne Hicks: [ifdwayne@gmail.com](mailto:ifdwayne@gmail.com)

***\*Please NOTE: Innovative Funding, Inc. reserves the right to substitute prizes. Best practice: It's best to have your fundraiser completed and prize order form turned in by October 31<sup>st</sup>.***

# URGENT REMINDER!

1

**PARENT INVOLVEMENT AND SUPPORT  
IS CRITICAL TO OUR SCHOOL'S SUCCESS!**

We encourage every parent to sell at least 1 card.

Please return Smart Card orders and money ASAP!

**AGAIN, WE THANK YOU! TEAMWORK WORKS!**

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## Thanks for all the support!!

2

**REMINDER:**

Our Smart Savings Card sale has been a great success!

We are trying to complete and close out our sale.

**Our Smart Card Sale ends \_\_\_\_\_**

Please return all cards or money by that date so that

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**Parent Reminder:**

3

**TOMORROW IS THE LAST DAY**

to turn in Smart Savings Cards and money.

**Please return the materials to school  
in the morning with your child.**

**Prizes will not be awarded for orders turned in late!**

# **RECORDATORIO URGENTE!**

**1**

**¡ La participación y la ayuda de los padres es crítica al éxito de nuestra escuela!**

**¡Necesitamos que cada familia participe!**

**Por favor devuelva el dinero de la venta de tarjetas y las ordenes cuanto antes. Una vez más, les agradecemos. El trabajo en equipo funciona.**

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## **¡Gracias por toda la ayuda!**

**2**

**Recordatorio:**

**¡Nuestra venta de la tarjeta inteligente que contiene muchos ahorros ha sido un gran exito! Estamos intentando terminar y cerrar nuestras ventas.**

**Nuestra venta de la tarjeta inteligente termina**

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**Por favor devuelva todas las tarjeta o dinero antes de el ultimo día para que nuestros estudiantes puedan recibir sus premios a tiempo.**

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## **Recordatorio para los Padres:**

**3**

**Mañana es el ultimo día para devolver las tarjeta y dinero. Por favor devuelva los materiales por la mañana a la escuela con su hijo.**

**¡ Los premios no serán concedidos si la orden es entregada tarde!**

# **DAILY ANNOUNCEMENTS = SUCCESS**

**It is VERY IMPORTANT to make ANNOUNCEMENTS EVERY DAY!**

**The purpose of this program is to raise funds for the needs of the school/group. It is important to constantly remind and motivate the students, faculty, and staff of the fundraising goal.**

Everyone will be asking this question: "What is in it for me?"

The answer is: "If you participate,

- The school earns money for \_\_\_\_\_
- The teachers will earn \_\_\_\_\_ \*  
(generally \$1-\$3 per card sold through their class)
- The student earns prizes and \_\_\_\_\_ \* (additional school incentives)
- The Parents earn **FREE SMART CARDS** (up to a \$40 value)

\*See the next page for motivational ideas!

## **ANNOUNCEMENT EXAMPLES**

### **DAY 1**

Today we are kicking off our Smart Savings Cards Fundraiser. Everyone, please share on your favorite social media sites. The school needs your help to raise money for \_\_\_\_\_. By selling Smart Cards you will help us reach our goal and at the same time you will earn some great prizes. The more cards you sell the more prizes you get to take home! Your teachers will also earn money and prizes. The top selling class in the school will earn your teacher a day off! The top boy and girl sellers will earn the prizes on the Smart Card flyer PLUS \_\_\_\_\_ from the school. To earn prizes, all orders must be turned in by \_\_\_\_\_. Please make sure that you give your parents the Smart Card information that your teachers gave you. Your parents can also earn FREE Smart Cards! Take the information home and get started on earning prizes! If everyone sells 3 cards each, Mrs. Smith will slide into a pool of jello! Lets make it happen!

### **DAY 2**

Did you remember to give the Smart Savings Card information to your parents? Did you look at all the wonderful prizes that you can earn? Have you already started earning prizes? Which class will be the top seller? The blue team is in the lead which means Mr. Johnson will be wearing a clown suit unless the gold team starts selling more cards! We still have 1-½ weeks left. Keep up the good work!

### **\*\*\* OTHER FUN ANNOUNCEMENT SUGGESTIONS! \*\*\***

We still have a long way to go to meet our goal with only 2 more days to turn in orders! If you want to see the principal kiss a pig, we need everyone to sell 2 more cards.

These teachers have challenged each other: So far Mrs. Johnson will be the one wearing curlers, Mr. French will be getting a pie in the face, and Mrs. Lynch will be in pajamas. (Teachers, ask your class for help with selling more cards so your class can win).

There are only 3 more days to the end of our Smart Card sale. How many prizes have you earned? Make sure that all of your money and card orders are turned in by Friday (or the fundraiser end date) to be eligible for prizes. You will not earn prizes for any orders turned in after that day.

# **GREAT MOTIVATIONAL INCENTIVE SUGGESTIONS**

## **HOW TO MOTIVATE THE WHOLE SCHOOL**

- Divide school in half. The blue team is ½ of the K-6 grades and red team is the other half. Blue team leader is principal and red team leader is VP, PE teacher or other motivated teacher. Losing leader has to dress up in silly costume and wave to the car rider line or maybe kiss a pig. Include in all communications with parents to raise excitement. Leaders make daily announcements pleading for more Smart Card sales to win contest.
- Teachers can challenge other classrooms. The loser gets a pie in face or their class has to wear clothes backwards. Losing class has to sing for the winners.

## **HOW TO MOTIVATE TEACHERS**

**Teachers are the key to getting materials home, via the students! Reward them!**

Suggestions:

- School / PTO / PTA gives Teachers \$1-\$4 for every card sold through their classroom
- Top classroom teacher gets day off (PTO/PTA pays for sub)
- Top classroom teacher in each grade level earns gift certificate

## **HOW TO MOTIVATE STUDENTS**

**If class meets goal:** teachers wear pajamas, class earns field trip, popcorn or ice cream party or extra free time.

**Meet sales goal, earn free item:** pencil, candy, gum, soft drink, ice cream, movie pass, dance pass, bookstore coupons or school tee-shirt.

### **Other Student Motivating Ideas:**

**Sucker tree** - student pulls a sucker looking for colored stem worth money or prizes, no homework pass, pizza or popcorn or video party.

**Last 3 days of sale** – Every student selling 1 more card gets a ticket for free ice cream at lunch or other prize.

**Balloon pop** - Stuff money or prize coupons in balloons and let kids pop them.

**Club or Band members** receive part of profit for trip or account – Split between general fund and student.

**Basketball shoot** - At a determined prize level kids get 1-3 throws to earn cash for school store or fast food gift certificate.

**Girls Team vs. Boys team** - Loser carries winner's books or serves them lunch.

**Music/DJ Party** – Kids bring in music. PTO/PTA/PE teacher organizes it.

**Treasure Chest** – Sell 1 card or return card to earn small trinket i.e. ring, sticker.

## **GET THE PRINCIPAL!**

If school makes their goal the principal will receive a pie in face, slide in jello or whipped cream, kiss pig, shave head, color hair, paint face, dress up silly, or camp out on top of the school.



# SUGGESTED DAY PASS IDEAS

Can be used for added rewards!

"Thanks A Million!"

## PAJAMA DAY

**PASS**



Smart Savings Card Reward

You're A Winner!

## HAT DAY

**PASS**




Smart Savings Card Reward

You Have Earned An

## EXTRA RECESS

**PASS**



Smart Savings Card Reward

A Sign of Greatness!

## TACKY DAY

**PASS**





Wear silly clothes that do not match!

Smart Savings Card Reward

## SPORTS TEAM

## DAY PASS





Wear your favorite team's colors: UT, Titans, Vanderbilt, MTSU, TSU

Smart Savings Card Reward

You Have Earned An

## ICE CREAM

**PASS**



Smart Savings Card Reward

You Have Earned A

## LATE HOMEWORK

**PASS**

You have permission to turn in one assignment up to 2 days later than deadline. This can only be used on assignments agreed on by teacher.

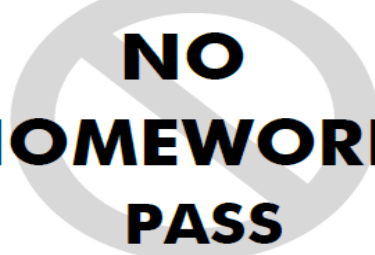
Smart Savings Card Reward

You Have Earned A

## NO

## HOMework

**PASS**



Smart Savings Card Reward

## Parent Letter Strategies

The key to the Smart Savings Card Program is to educate the community on the uniqueness of the card itself and its ability to “make you money”. **It is very important that the school letter appeal to your parents, explaining the program.** An effective letter will answer the following questions:

**What is the purpose of the fundraiser?**

**How does MY child benefit?**

**How does the school benefit?**

**What is the length of the sale?**

**What materials are going home the first day?**

**What are our payment options?**

**SEE THE SAMPLE LETTER BELOW AND ON THE NEXT FEW PAGES**

Example Letter: Flyer only

***please support our school!***

## **WE NOW HAVE SMART SAVINGS CARDS AVAILABLE!**

Dear Parents, Friends, and Families:

We are excited to announce that we will be offering the Smart Savings Card to you for the next two weeks. The Smart Savings Card has over 100 businesses offering substantial savings for an entire year. There are perforated coupons to use for instant savings. You could potentially save hundreds of dollars by using it throughout the year! Cards are available for multiple middle Tennessee counties.

The money raised from the sale will support teacher classroom needs, computers, copier supplies and projects to enhance your child's education. **Your child's teacher will earn \$4.00 per card** sold through their classroom to be used for classroom supplies.

If you would like to purchase one or more cards, please fill out your order form (envelope) return to the school with your payment. Be sure to write your child's name on the envelope. Two easy payment options are available: Cash or Check. Please make all checks payable to our school. **Orders must be turned in by September 12<sup>th</sup>**. We will send your cards home in the same envelope with your child within 2 school days.

### **Would you like to receive your card FREE?**

Simply sell 4 cards to any of your friends and neighbors and we will send a FREE card home with your child as shown on the prize sheet. **Thank you** for your support and patronage.

Most Sincerely,

The PTO

# **ROSE HILL MIDDLE SCHOOL**

## **SMART SAVINGS CARDS ARE HERE NOW!**

Dear Parents, Friends, and Families:

We are happy to announce that we will be offering the Smart Savings Card for the next few weeks. The Smart Savings Cards has over 100 area businesses offering substantial discounts plus great coupons. The card is valid for 1 year so you could potentially save hundreds of dollars by using it throughout the year. The money raised will support our athletic department.

- ◆ You should have an order/collection envelope and a prize sheet.
- ◆ Ask family, friends, neighbors, and co-workers to purchase cards.
- ◆ Fill out the order/collection envelope.
- ◆ Two easy payment options are now available: Cash or Check
  - Make checks payable to Rose Hill Middle School.
- ◆ Return order/collection envelope and money to your child's teacher (Orders will be filled within two business days).
- ◆ Please return all orders as promptly as possible.

***We really need everyone to help us out. So get ready, set, SELL!***

Thank you for your support and patronage.

Rose Hill Athletics

**SELL 4 AND GET 1 FREE!!  
SELL 6 AND GET A 2<sup>ND</sup> SMART CARD FREE!!  
(A \$40 Value!)**

***See the prize flyer for all the fantastic incentives***



# **EZELL PRIDE**

Sample school  
letter: Sending  
5 cards home

## **PLEASE SELL 5 CARDS TO HELP US REACH OUR GOAL!**

- **Enclosed you will find 5 Smart Savings Cards for you to invite friends and family to purchase. Please send payment in for each Smart Savings Card sold.**
- **Our Smart Savings Card Sale will run from August 20<sup>th</sup> through September 10<sup>th</sup>. Our first turn in day will be August 27<sup>th</sup> and our second will be on September 3<sup>rd</sup>.**
- **Sell 4 Smart Cards and earn 1 FREE Smart Card. Earn a 2<sup>nd</sup> FREE card for selling just 6 cards! Parent Involvement equals Rewards!**
- **PLEASE SEE THE PRIZE FLYER FOR GREAT INCENTIVES THAT YOU AND YOUR CHILD CAN EARN!!!!**
- **A Smart Savings Card will save you money each time you use it! Start saving money on many items and services that you use regularly.**
- **Invite friends, family, neighbors and co-workers to enjoy in the savings!**
- **Two easy payment options are now available: Cash or Check**
- **Please send your money back in the attached order/collection envelope to EHCS. MAKE CHECKS PAYABLE TO EHCS**

Example Letter: Group sending multiple cards

# Smart Savings Card Fundraiser CLOSEOUT & ACCOUNTING OVERVIEW

The accounting steps to support your fundraiser are achieved in 3 easy steps.

## STEP 1:

- **Classroom Teacher Accounting Form**
  - Available @ [www.smartsavingslink.com/classroom](http://www.smartsavingslink.com/classroom)
    - See attachment

## STEP 2:

- **School Master Accounting Form**
  - Available @ [www.smartsavingslink.com/school](http://www.smartsavingslink.com/school)
    - See attachment

## STEP 3:

- **Prize Order Form**
  - Available @ [www.smartsavingslink.com/prizeform](http://www.smartsavingslink.com/prizeform)
    - See attachment
    - Prizes will be delivered at close out of program

### **Excel Accounting Tools Are Now Available**

[www.smartsavingslink.com/school](http://www.smartsavingslink.com/school) School Master form

OR

[www.smartsavingslink.com/classroom](http://www.smartsavingslink.com/classroom) for the Classroom Teacher form

\*\*\*Using the Excel version of the accounting forms will simplify the process\*\*\*

\*Prizes will automatically calculate when using the Classroom Accounting Form!!

# STEP 1

## Instructions for using the Classroom Accounting form(white)

- Use Classroom Teacher Accounting Form to track orders for each student
- Enter Classroom Teacher name (top left corner of page)
- Enter all Student names
- Enter number of Smart Cards sent home for each student

### Tracking Smart Card Sales:

- When an Envelope for Turn In #1 is returned by student, enter that total under “Cash/Check Turned In” for that student. For Coupon Books – enter totals under Cash Check Turned In – under Coupon Books.
- Count number of Smart Cards being returned and enter under “# Cards RTN” for each student
- If you have more than one Turn in Day, you will repeat the process for each Turn in section for turn in #2 and #3
- In addition to using the printed Classroom Accounting Forms, we recommend using the Excel version because the prizes will calculate automatically. Simply transfer these totals to your Prize Order form. An example of the Prize Order Form is included in this documentation.
- If you are using only the printed version, you will need to manually calculate your totals.
- You will need to include your **Total items sold** on the Prize Order Form as well

Note: we recommend that you use the Excel version of the Classroom Accounting form because all of your totals will automatically calculate, saving you some time!

- You can find it on our web site at: [www.smartsavingslink.com/classroom](http://www.smartsavingslink.com/classroom)

### This is a sample of the Classroom Accounting (white)Form:

Mrs. Jones Enter Class / Team Name Above	Smart Savings Card									Coupon Book						Fundraising Totals							
	Smart Card Turn In #1			Smart Card Turn In #2 (Optional)			Smart Card Turn In #3 (Optional)			Book Turn In #1			Book Turn In #2 (Optional)			Smart Cards		Coupon Books		Total Items Sold	Fundraiser Income		
	# Cards Given Out	Cash/Check Turned In	# Cards RTN	# Cards Given Out	Cash/Check Turned In	# Cards RTN	# Cards Given Out	Cash/Check Turned In	# Cards RTN	# Books Given Out	Cash/Check Turned In	# Books RTN	# Books Given Out	Cash/Check Turned In	# Books RTN	Cash/Check Total	Total Cards Sold	Cash/Check Total	Total Books Sold				
List Student Names Below																							
Example Student	10	\$40	1	5	\$40	0	15	\$20	1	3	\$60	1	1	\$30	0	\$100	5	\$90	3	8	\$190		
1 Samatha S.		\$60.0			\$20.0						\$30					\$80.0	4	\$30.0	1	5	\$110.0		
2 Molly S.		\$100.0									\$60					\$100.0	5	\$60.0	2	7	\$160.0		
3 Hanna H.		\$40.0			\$20.0											\$60.0	3	\$0.0	0	3	\$60.0		
4 Jacob D.		\$160.0														\$160.0	8	\$0.0	0	8	\$160.0		
5 Tanner Q.		\$200.0			\$40.0						\$30					\$240.0	12	\$30.0	1	13	\$270.0		
6 Drew P.		\$20.0														\$20.0	1	\$0.0	0	1	\$20.0		
7 Jessica G.		\$80.0			\$20.0											\$100.0	5	\$0.0	0	5	\$100.0		
8 Nathan H.		\$140.0									\$60					\$140.0	7	\$60.0	2	9	\$200.0		
<b>Classroom Totals</b>	<b>0</b>	<b>\$800.0</b>	<b>0</b>	<b>0</b>	<b>\$100.0</b>	<b>0</b>	<b>0</b>	<b>\$0.0</b>	<b>0</b>	<b>0</b>	<b>\$180.0</b>	<b>\$0.0</b>	<b>0</b>	<b>0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>0</b>	<b>\$900.0</b>	<b>45</b>	<b>\$180.0</b>	<b>6</b>	<b>51</b>	<b>\$1,080.0</b>
<b>PRIZE CALCULATOR</b> Note: Prizes will auto calculate when form is completed as an Excel sheet.	1 Or More Sold Earned Prizes (1)	2 Or More Earned Prizes (1,2)	3 Or More Earned Prizes (1,2,3)	4 Or More Earned Prizes (1,2,3,4)	5 Or More Earned Prizes (1,2,3,4,5)	6 Or More Earned Prizes (1,2,3,4,5,6)	10 Or More Earned Prizes (1,2,3,4,5,6,10)			25 Or More Earned Prizes (1,2,3,4,5,6,10, 25)			50 Or More Earned Prizes (1,2,3,4,5,6,10, 25, and 50)										
	8	7	7	6	6	4	1			0			0										
Remember: Prizes are cumulative. For Example: Selling 50 or more means you will be taking home EVERY PRIZE!!! CONGRATS!!!																							

# STEP 2 Instructions for using the School Master Accounting Form

- Use School Master Accounting form to track totals for each Classroom.
- Enter School/Group name (top left corner of page)
- Enter all Classroom Teacher names
- Using the Sample below, transfer Sales totals from each Classroom Accounting Form.
- Your total sales will calculate automatically if using the Excel version
- Move to step 3 and create your prize order using the Classroom Accounting Forms
- Schedule a day and time to close out your sale with your sales Representative

Note: Using the excel format, you will see that all your Fundraising Totals and Profit breakdown will auto calculate.  
**This is a sample of the School Master Accounting (white)Form:**

Best Elementary	Smart Savings Card									Coupon Book						Fundraising Totals					
	Smart Card Turn In #1			Smart Card Turn In #2 (Optional)			Smart Card Turn In #3 (Optional)			Book Turn In #1			Book Turn In #2 (Optional)			Smart Cards		Coupon Books		Total Items Sold	Fundraiser Income
Enter School / Organization Name Above	# Cards Given Out	Cash / Check Turned In	# Cards RTN	# Cards Given Out	Cash / Check Turned In	# Cards RTN	# Cards Given Out	Cash / Check Turned In	# Cards RTN	# Books Given Out	Cash / Check Turned In	# Books RTN	# Books Given Out	Cash / Check Turned In	# Books RTN	Cash / Check Total	Total Cards Sold	Cash / Check Total	Total Books Sold	Total	Total Fundraiser Income
List Teacher Names Below																					
Example Teacher/Leader	40	\$640	8	25	\$420	4	18	\$260	5	15	\$240	7	6	\$150	1	\$1,320	66	\$390	13	79	\$1,710.0
Ms. Jones - K		\$940.0			\$80.0						\$60.0					\$1,020	51	\$60	2	53	\$1,080.0
Mr. Rogers - K		\$800.0									\$30.0					\$800	40	\$30	1	41	\$830.0
Mrs. Bulter - 1st		\$1,100.0			\$60.0											\$1,160	58	\$0	0	58	\$1,160.0
Mrs. Stone - 1st		\$1,700.0			\$120.0						\$300.0					\$1,820	91	\$300	10	101	\$2,120.0
Mr. Yoder - 2nd		\$1,400.0			\$180.0						\$60.0					\$1,580	79	\$60	2	81	\$1,640.0
Ms. Stacy - 2nd		\$1,900.0			\$200.0						\$210.0					\$2,100	105	\$210	7	112	\$2,310.0
Mrs. Miller - 3rd		\$1,360.0			\$40.0						\$120.0					\$1,400	70	\$120	4	74	\$1,520.0
Mrs. Wilson - 3rd		\$1,780.0			\$180.0						\$240.0					\$1,960	98	\$240	8	106	\$2,200.0
<b>GRAND TOTALS</b>	<b>0</b>	<b>\$10,980</b>	<b>0</b>	<b>0</b>	<b>\$860</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>\$1,020</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$11,840</b>	<b>592</b>	<b>\$1,020</b>	<b>34</b>	<b>626</b>	<b>\$12,860.0</b>
<p><b>IMPORTANT INFORMATION TO HELP SIMPLIFY PROCESS:</b>            The School / Group Fundraising Seller Log AND the Classroom / Team Fundraising Seller Log are BOTH available online.            Both sheets can be accessed @ <a href="http://www.smartsavingslink.com/school">www.smartsavingslink.com/school</a> and <a href="http://www.smartsavingslink.com/classroom">www.smartsavingslink.com/classroom</a>            when using the Classroom / Team Fundraising Sellers Log online format, your PRIZE totals, for each class / team, will calculate automatically.            This will save you time and effort when calculating and/or transferring information to Master Prize Sheet.</p>										<p>Remit Payment to:  <b>Innovative Funding, Inc.</b>  <b>P.O. BOX 10838</b>  <b>Murfreesboro, TN 37129</b>            Office: (615) 254-1259 FAX: (615) 240-2053</p>					<p><b>School / Group Profit</b>            (50% of Grand Total Fundraiser Income)</p>		<p><b>\$6,430.0</b></p>				
															<p><b>Amount Due To Innovative Funding, Inc.</b></p>		<p><b>\$6,430.0</b></p>				

# STEP 3 PRIZE ORDER FORM- See Sample on next page.

- Use the Prize Order Form to total all the prizes earned by classroom/team
  - Enter School/Organization name (top left corner)
  - Enter all Teacher names
  - Using each Classroom Accounting form, transfer the prize totals located on bottom of the form to the Prize Order Form
  - Once all Teacher prize information has been transferred, calculate each column to show total Prizes needed for each level. Excel version is available on line at [www.smartsavingslink.com/prizeform](http://www.smartsavingslink.com/prizeform)
  - Give us actual totals for each level, we will pad your smaller levels to be sure you have a few extra.
  - Prizes will be delivered when closing out your sale.

**Email completed Prize Order Form to your Smart Savings Card Representative or Fax to Innovative Funding, Inc. at (615) 240-2053**

# SAMPLE PRIZE ORDER FORM

## Smart Savings Card Program

Contact Person: \_\_\_\_\_

## PRIZE ORDER FORM

Phone Number: \_\_\_\_\_

Sample Elementary		Note: List below the prize totals from each Classroom Accounting Form									
Enter School / Organization Name Above		Total Items Sold	# of Students Selling 1 or more items	# of Students Selling 2 or more items	# of Students Selling 3 or more items	# of Students Selling 4 or more items	# of Students Selling 5 or more items	# of Students Selling 6 or more items	# of Students Selling 10 or more items	# of Students Selling 25 or more items	# of Students Selling 50 or more items
List Teacher Names Below											
Example Teacher Prize Totals Entry		64	14	10	6	5	3	2	2	1	0
1	Mr. Casper - K	21	5	5	3	3	1	1			
2	Mrs. Smith - K	16	4	3	3	2	1	1	1		
3	Mrs. Hayes - K	23	6	5	4	2	2	1	1		
4	Ms. Whooten - K	19	4	4	3	2	2	1	1		
5	Mr. Banks - K	22	5	4	4	2	2	2	2		
6	Mrs. Dillard - 1st	18	4	3	3	2	2	1	1		
7	Ms. Coomes - 1st	30	8	6	6	4	4	1	1		
8	Mr. Cambell - 1st	15	8	4	1	1	1				
9	Mrs. Rote - 1st	9	3	2	2	1	1				
10	Mrs. Holland - 1st	45	12	7	7	6	5	4	2		
11	Mr. Foote - 2nd	18	7	3	2	2	1	1			
12	Mrs. Preston - 2nd	32	11	4	4	3	3	3	2		
13	Mr. Scholer - 2nd	12	6	3	2	1					
14	Mrs. Dorris - 2nd	46	14	9	5	4	5	2	2		
15	Ms. Hannah - 2nd	18	7	3	3	2	2	1			
16	Mrs. Greene - 3rd	38	9	6	6	4	3	3	2		
17	Mrs. Hutchenson - 3rd	24	11	4	3	3	1	1			
18	Mr. Strong - 3rd	31	14	4	3	2	2	1	1		
19	Mrs. Wilson - 3rd	4	5	4	2	2	1	1	1	1	
20	Mrs. Keeler - 3rd	27	6	6	3	3	2	1	1		
21	Mrs. Sorrells - 4th	24	8	4	4	3	3	2			
22	Mrs. Duke - 4th	18	9	3	2	2	1				
23	Mrs. Easter - 4th	14	4	3	3	2	1	1			
24	Mrs. Bigsbee - 4th	87	12	5	5	2	2	2	2	1	1
25	Mrs. Cummings - 5th	10	4	3	2	1					
26	Mrs. Meaeros - 5th	17	8	3	3	2	1				
27											
28											
29											
30											
<b>Totals</b>		<b>638</b>	194	110	88	63	49	31	20	2	1
<p><b>A copy of this must be FAXED to (615) 240-2053 or E-mailed to your Smart Savings Card Representative.</b></p> <p><b>Kevin Rachino: ifkevinr@gmail.com    Dwayne Hicks: ifdwayne@gmail.com</b></p>											

# The Smart Savings Card Program Invoice - Closeout info

- You have the option to fill out the form ahead of time or wait until your representative meets with you during closeout for their assistance.
- Sample is included below and Blank Form is on next page.
- All Prizes will be delivered at closeout of program
- All fundraising forms are available at [www.smartsavinslink.com/forms](http://www.smartsavinslink.com/forms)



## THE SMART SAVINGS CARD & CITY SAVER BOOK PROGRAM - INVOICE

<b>Best Elementary</b> School/Organization Name		<b>INNOVATIVE FUNDING, INC.</b> P.O. Box 10838 Murfreesboro, TN 37129 615-254-1259 OFFICE 615-240-2053 FAX				
School/Organization Address						
City	ST					Zip
Contact Name	Phone Number					Sales Representative
Email Address		Email Address				
Inventory Totals						
Quantity Received	Teacher & Prize Cards	Items Credited	Quantity Returned	Total Sold		
\$10 SMART SAVINGS CARDS	--	--	--			
\$20 SMART SAVINGS CARDS	800	142	66	592		
\$30 CITY SAVER BOOK	50	1	15	34		
Total Money						
\$10 Smart Savings Cards Sold		X \$10 each	\$			
\$20 Smart Savings Cards Sold	592	X \$20 each	\$ 11,840			
\$30 Nash. City Saver Books Sold	34	X \$30 each	\$ 1,020			
Grand Total of all Collections				\$ 12,860		
School Profit is 50% of Grand Total of all Collections				\$ 6,430		
Adjustments				\$ -		
<b>AMOUNT DUE TO INNOVATIVE FUNDING, INC.</b>				<b>\$ 6,430</b>		

\*\*Please remit ONE Check made payable to INNOVATIVE FUNDING INC.\*\*

Payment Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Payment to be mailed: \_\_\_\_\_

<b>Notes:</b>	
This form acknowledges that all cards and books have been returned unless otherwise noted above. YES - We intend to use the Smart Card Program next year & would like delivery at the same time.	

\_\_\_\_\_  
Innovative Funding Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



\_\_\_\_\_  
School or Organization Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



THE SMART SAVINGS CARD & CITY SAVER BOOK PROGRAM - INVOICE

School/Organization Name			<b>INNOVATIVE FUNDING, INC.</b> P.O. Box 10838 Murfreesboro, TN 37129 615-254-1259 OFFICE 615-240-2053 FAX	
School/Organization Address				
City	ST	Zip		
Contact Name	Phone Number			
Email Address			Sales Representative	Cell #
Email Address			Email Address	

**Inventory Totals**

Quantity Received	Teacher & Prize Cards	Items Credited	Quantity Returned	Total Sold
\$10 SMART SAVINGS CARDS	--	--	--	
\$20 SMART SAVINGS CARDS	--	--	--	
\$30 CITY SAVER BOOK	--	--	--	

**Total Money**

\$10 Smart Savings Cards Sold		X \$10 each	\$
\$20 Smart Savings Cards Sold		X \$20 each	\$
\$30 Nash. City Saver Books Sold		X \$30 each	\$
Grand Total of all Collections			\$
School Profit is 50% of Grand Total of all Collections			\$
Adjustments			\$
<b>AMOUNT DUE TO INNOVATIVE FUNDING, INC.</b>			\$

\*\*Please remit ONE Check made payable to INNOVATIVE FUNDING INC.\*\*

Payment Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Payment to be mailed: \_\_\_\_\_

<b>Notes:</b>	
This form acknowledges that all cards and books have been returned unless otherwise noted above. YES - We intend to use the Smart Card Program next year & would like delivery at the same time.	

\_\_\_\_\_  
Innovative Funding Representative Signature



\_\_\_\_\_  
School or Organization Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date