

## Fundraising Program

Our fundraising program has helped many groups achieve their financial goals. Small groups like individual teams or large groups such as entire schools have been able to raise 1000's of dollars. The 26 oz size jar candle is our most popular and best selling product. Our program is easy to set up, take orders, and raise the money you need for your fundraising objectives.

Groups using our program do extremely well during the fall and winter months. Many groups find it even more successful when done in time for Christmas. **Due to COVID-19 shutdowns affecting our suppliers being able to get raw materials to us in a timely manner, we can NOT guarantee we will have all orders placed by November 1<sup>st</sup> done in time for Christmas. We recommend that you try and get the orders in by October 15 to allow for additional time. We will do our best to get them all done as in previous years but under the circumstances cannot guarantee it this year.** We still accept orders after this however depending how late they are submitted, they may not be completed until after the guaranteed orders are finished and may not be done before Christmas.

To begin your fundraiser follow the 4 steps below.

**Step 1.** From our Master Order Form, choose 15 – 20 fragrances and up to 2 size jars.

**Step 2.** Determine the price you want to sell the jars for: **Minimum selling price per jar are:**

16 oz jar is \$9.00

26 oz. jar is \$13.50

64 oz. jar is 24.75

There are suggested minimum and maximum selling prices on the Master Order Form but you are welcome to price the candles higher if you choose.

**Step 3.** Use our blank order form template to enter the information for your group including the information from steps 1 and 2 or design your own form to take orders. You can get our forms here

<https://www.keystonecandle.com/candle-fundraising-program.html>

We suggest giving your group at least 2 weekends to sell. **Have all individuals who pay you with checks make them out to your group, NOT to Keystone Candle.**

**Step 4.** Add up your order forms and put the totals on our Master Order Form.

<https://www.keystonecandle.com/candle-fundraising-program.html> Submit the Master Order Form to us via email, fax, or drop it off. We will give you a call when your order is ready so you can pick it up. Payment is due when the order is picked up. **We accept cash, Visa, MasterCard, Discover, or Amex.**

## Determine Your Cost/Profit

We have 3 categories of pricing based on the number of candles your group sold. Below is how to calculate your cost.

		Pricing Categories			
		16 oz.	26 oz.	64 oz.	Special
Category	Base Price	\$6.15	\$7.40	\$17.00	\$17.60
Category 1	\$1,000.00	\$6.15	\$7.40	\$17.00	\$17.60
Category 2	\$500 - \$999	\$7.20	\$9.70	\$19.40	\$21.30
Category 3	\$1 - \$499	\$9.00	\$13.50	\$24.75	\$27.15

All initial calculations to determine your category are done using the BASE PRICE. Here are some examples:

<p>#1            Sold 140 – 26 oz. Jars x (base price) \$7.40 = \$1036.00            Sold 20 – 64 oz. Jars x (base price) \$17.00 = <u>\$340.00</u>            Total = <b>\$1376.00</b>            This total amount puts you in category #1 pricing because you sold over \$1000 at the base price.</p>	<p>#2            Sold 100 – 26 oz. Jars x (base price) \$7.40 = \$740.00            Sold 10 – 64 oz. Jars x (base price) \$17.00 = <u>\$170.00</u>            Total = <b>\$910.00</b>            This total amount puts you in category #2 pricing because you sold over \$500 but less than \$999 at the base price.</p>
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Once you have determined your pricing category, follow the row across to see what you would owe to Keystone Candle per candle. Your profit would be calculated by subtracting the amount owed to Keystone Candle from the total amount you collected from your sales. You pay Keystone the amount owed and keep the rest of the money you collected for your group. Using the information above from the 2 examples of how to figure your cost, here is how you would calculate your profit.

<p>#1 – Assume you sold the 26 oz for \$14.00 and 64 oz for \$25.00            140 26 oz x \$14 = \$1960 (sales) - \$1036 (cost) = \$924 (profit)            20 64 oz x \$25 = \$500 (sales) - \$340 (cost) = <u>\$160 (profit)</u>            Total Profit <b>\$1084</b>            Cost Based on Category 1 Pricing.</p>	<p>#2 – Assume you sold the 26 oz for \$14.00 and 64 oz for \$25.00            100 26 oz x \$14 = \$1400 (sales) - \$970 (cost) = \$430 (profit)            10 64 oz x \$25 = \$250 (sales) - \$194 (cost) = <u>\$56 (profit)</u>            Total Profit <b>\$486</b>            Cost Based on Category 2 Pricing.</p>
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### Taxes

If your group is NOT tax exempt, there would be an additional 6% sales tax amount added to the amount owed to Keystone Candle.

If your group IS tax exempt, we will need a current copy of your groups sales tax license. The license is issued to your organization by the state of PA with the assigned tax exempt number on it. This is NOT the same as the REV-1220 form with your number on it.



														Customer Name, Address, Phone	Sellers Phone	Sellers Name	Group Phone	Group Name
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<b>Totals</b>														\$				