

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. Lead times for most of the year are about 2 weeks, August – October about 3 – 4 weeks, November – December about 4 – 5 weeks. A lot of factors affect lead times so we may complete orders faster or they may take longer, these are just approximate lead times. We accept orders all year however depending how late they are submitted, they may not be completed before Christmas so plan ahead.

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 \$10.35

26 oz. jar is \$13.50

64 oz. jar is 28.50

Special jar is 31.30

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.	Montana	Pumpkin
Category	Base Price	\$7.10	\$8.50	\$19.50	\$20.35	\$21.95
Category 1	\$1,000.00	\$7.10	\$8.50	\$19.50	\$20.35	\$21.95
Category 2	\$500 - \$999	\$8.70	\$11.00	\$24.00	\$25.00	\$26.65
Category 3	\$1 - \$499	\$10.35	\$13.50	\$28.50	\$29.65	\$31.30

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) \$8.50 = \$1190.00 Sold 20 – 64 oz. Jars x (base price) \$19.50 = <u>\$390.00</u> Total = \$1580.00 This total amount puts you in category #1 pricing because you sold over \$1000 at the base price.</p>	<p>#2 Sold 50 – 26 oz. Jars x (base price) \$8.50 = \$425.00 Sold 10 – 64 oz. Jars x (base price) \$19.50 = <u>\$195.00</u> Total = \$620.00 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</p> <p>140 26 oz x \$14 = \$1960 (sales) - \$1190 (cost) = \$770 (profit) 20 64 oz x \$25 = \$500 (sales) - \$390 (cost) = <u>\$110 (profit)</u> Total Profit \$880</p> <p>Cost Based on Category 1 Pricing.</p>	<p>#2 – Assume you sold the 26 oz for \$14.00 and 64 oz for \$25.00</p> <p>50 26 oz x \$14 = \$700 (sales) - \$425 (cost) = \$275 (profit) 10 64 oz x \$25 = \$250 (sales) - \$195 (cost) = <u>\$55 (profit)</u> Total Profit \$480</p> <p>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.

7241 Paxton St.
Harrisburg, PA 17111
ph 717 564-2220 / fx 717 564-2035

KEYSTONE CANDLE

C O M P A N Y

uscandleco.com
keystonecandle.com
keystone@keystonecandle.com

SHIP TO:				BILL TO:			
ADDRESS:				ADDRESS:			
CITY:		STATE:		CITY:		STATE:	
ZIP:		ZIP:		CITY:		STATE:	
EMAIL:				PHONE:		BUYERS NAME	

Tax Exempt Yes ☐ No ☐

Jar Candles

Tax Exempt#

Scent	Color	16 oz	26 oz	64 oz	Scent	Color	16 oz	26 oz	64 oz
Suggested Selling Price		\$13 - \$15	\$16 - \$18	\$37 - \$39	Suggested Selling Price		\$13 - \$15	\$16 - \$18	\$37 - \$39
Apple Cinnamon	Red				Leather, Pipe, & Woods	Reddish Brown			
Apples & Brown Sugar	Brick Red				Lemon and Lavender	Pale Lavender			
Autumn Harvest	Pumpkin				Lemon Cookie	Pale Parchment			
Baked Apple Crisp	Brown				Lemon Meringue	Pale Yellow			
Balsam Fir	Hunter Green				Lilac	Deep Purple			
Banana Nut Bread	Light Brown				Macintosh Apple	Red			
Bayberry	Bayberry Green				Maple Sticky Buns	Light Brown			
Black Cherry	Dark Cherry				Memories of Home	Mauve			
Black Raspberry Vanilla	Blush Pink				Merlot	Brandywine			
Blackberry Ginger	Pale Plum				Midnight Madness	Black			
Blue Lagoon	Aqua				Midsummer Night	Navy			
Blueberry Cobbler	Royal Blue				Mistletoe & Holly	Red			
Bourbon Butterscotch	Butterscotch				Mocha Latte	Sand Brown			
Boyfriend	Dark Blue				Mulberry	Rich Red			
Butter Brickle	Pale Parchment				Nordic Seaside	Gray			
Candy Cane	White				Ocean Breeze	Light Blue			
Chocolate Fudge	Dark Brown				Opium	Black			
Chocolate Mint	Dark Brown				Orange Twist	Orange			
Christmas Cakes	Apple Pie				Patchouli	Wedgwood			
Christmas Essence	Red				Peanut Butter Cookie	Waffle Brown			
Cinnamon Balsam	Red				Peanut Butter Cup	Dark Brown			
Cinnamon Stick	Brown				Pumpkin Caramel Swirl	Sand Brown			
Clean Cotton	Amish Gray				Pumpkin Pecan Waffle	Waffle Brown			
Clover and Aloe	White				Raspberry Cream	Raspberry			
Coconut Mango Splash	Pale Orange				Raspberry Lemonade	Pale Pink			
Coffee Cake	Apple Pie				Red Hot Cinnamon	Red			
Cool Citrus Basil	Light Sage				Redwood Cedar	Brick Red			
Cozy November	Terracotta				Roasted Pinecone	Forest Green			
Cranberry Chutney	Brick Red				Sage & Citrus	Sage			
Cranberry Kettle Corn	Pale Parchment				Sandalwood	Sand Brown			
Crangerine	Red				Smoke Eater	Ivory			
Creamsicle	Pale Orange				Spiced Pear	Pale Yellow			
Creme Brulee	Manila				Spiced Plum	Plum			
Dapper In Denim	White				Spiced Pumpkin	Pumpkin			
Eucalyptus	Eucalyptus				Strawberries & Cream	Red			
Fireside Marshmallow	White				Sugar Cookie	Parchment			
Frankincense/Myrrh	Cranberry				Tiki Woodlands	Teal			
French Butter Cream	Ivory				Tropical Smoothie	Yellow			
French Vanilla	Ivory				Vanilla Cinnamon	Tan			
Fresh Rain	Teal Green				Vanilla Hazelnut	Light Brown			
Fruit Loop	Variety				Warm Amber	Amber			
Ginger & Orange	Pumpkin				Warm Vanilla Sugar	Ivory			
Happiness Is A Cupcake	Pale Brown								
Hazelnut Coffee	Mocha								
Herbal Escape	Pale Olive								
Holiday Homecoming	Light Pumpkin								
Holiday Wreath	Hunter Green								
Homemade Pumpkin Roll	Light Pumpkin								
Honeysuckle	Pale Yellow								
Jamaica Me Crazy	Punch Red								
Juicy Peach	Coral								
Lavender	Lavender								

Customer Name, Address, Phone	Size	Sellers Phone	Sellers Name	Group Phone	Group Name	Price			
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	40								
Totals	\$								