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**ZBEST COUPON BOOK FUNDRAISING PROCESS**

1. Fill out Planner Page – [Already](https://www.fundraiser4you.com/contact-8) Done

2. Create Parent Letter – [Please](https://www.fundraiser4you.com/copy-of-how-it-works) confirm attached letter is ok to print

3. ZBest WILL: Create packets for participants

a. Parent Letter

b. Order Form

c. Envelope

4. ZBest will drop off order forms to the school.

5. Group will distribute order forms to all classrooms

6. 5 days before fundraiser ends, Group will send Reminder email template to

teachers/classrooms and social media.

7. When fundraiser is over, Group will collect all packets from participants

8. Group **OR** ZBest will reconcile the money and fill out spreadsheet.

9. Group **OR** ZBest will provide sales report

10. ZBest will Create invoice and email to contact of organization

11. Group will make check payable to BB West and pay upon delivery. Profit for

Group is $10 and payment to BB West for books is $15.

12. ZBest will Deliver books sorted by student