

Coordinator FAQ

1. Who is eligible?

Any non-profit organization such as a school, community or charitable organization, is eligible for raising funds through our program.

2. Who is my primary contact person?

Your local Schwan's representative. Call 888-SHWANS, option 4 to obtain contact information.

3. How long does it take to set up an event?

It is best to start 2 to 3 weeks prior to the prospective date so there is ample time for promoting the event; however, you have the option to set up an event sooner if your local representative can accommodate your request.

4. How can people who do not live in the area or who happen to be out of town the day of the event support the fundraiser?

They can call 1-888-724-9267 and order gift certificates up until the day of the event, which are mailed directly to the purchaser, unless specified otherwise. Gift certificate sales will be added to product sales to determine the dollar amount due to the organization.

Gift certificates can be redeemed at the event; however, the dollars redeemed will not be applied to the total event sales for the percent due to the organization.

5. How do I reserve products?

- Go Online
 - o Go to www.schwansfundraising.com and click on Product Reservations. Use the campaign ID that provided by your local Schwan's contact manager to fill out the online order form.
- By Phone
 - o Call 888-SHWANS, option 4 to place an order. Make sure to have event information and product codes ready.
- Paper Forms
 - o Coordinate with your local representative to collect and submit paper forms.

6. How can I find out what items are available?

You can ask the Schwan's Representative for a catalog of products, or visit www.schwans.com for a complete listing of products as well as nutritional information.

7. What is the advantage of reserving products?

The customer service manager can have your order ready for you at the event - no need to wait in line. This will also help ensure that the Schwan's representative will have the items you reserve.

8. What kinds of products are offered?

Schwan's carries over 350 items ranging from entrees, appetizers, frozen fruits and vegetables, desserts and ice cream treats. There is certainly something to fit every eating occasion, flavor profile and nutritional need.

9. What percent does my organization get and when can I expect payment?

Based on the dollar sales for the day plus gift certificate sales, please use the following matrix to determine the payout. A check for the donation amount will be mailed within 30 days of the event.

<u>Event Sales</u>	<u>Donation %</u>
\$750 - \$1,499	10%
\$1,500 - \$2,999	15%
\$3,000 +	20%