

How it Works



Axxess is now easier than ever - Just follow these simple steps!

Step 1.

As the Coordinator, create an account for your school & a campaign on our website and order the materials (order forms and banner) for your campaign. These will be shipped to you and we suggest you order a few weeks in advance of your start date. Most schools start around October 15th and therefore we ask you to place your order by 9/17.

Go to axxesscard.com/fundraising and click on “Create Fundraiser Account” (link will be available early September. We’ll let you know when it’s ready to go!)

Step 2.

Send home one order form with each student on your start date. Students and parents sell Axxess Memberships for \$40 each and write in the purchaser’s name on the order form and put the checks or cash into the envelope.

Note: The order forms are not customized with specific student or school information. Once received, we suggest you prepare these before you hand them out either by hand or with labels. Another option is to ask the Teachers to instruct the students to fill in their name, school and class on the top.

Step 3.

Order forms are turned in to the teacher by the end of the campaign - usually two weeks. We ask the teachers to keep the orders in a box and that’s it! There’s no need for them to count anything or remove funds.

Step 4.

At the end date or a few days afterwards (allowing for late orders) collect & count the orders. You can use your own spreadsheet or you can download the “Class Sales Sheet” from our website resource page. Write in each student’s sales and note the prizes earned accordingly. When ready, login to your account online and place your order for Memberships and prizes which will be shipped to you around December 1st.

*Be sure to keep the order forms as you’ll need those for step 5.

Step 5.

When you receive your Membership order, distribute the sales to each student accordingly to take home to their purchasers. Insert the Memberships into each student’s original order form/envelope so they know who to deliver the Axxess Memberships to.

**If you need more Memberships as orders come in late just place another order through the website.*

IMPORTANT SUGGESTED DATES:

DATE	TASK (Flyers & posts online at axxesscard.com/fundraiser-resources/)
ASAP	Send home “Coming Soon” Flyer
by Tues, September 28th	Place your Order for Materials on axxesscard.com/fundraising
Week of October 11th	Distribute “Teacher Instructions”
**Friday, October 15th	FUNDRAISER BEGINS! Distribute Order forms & send Post #2
Week of October 25th	Send Post #3
Friday, October 29th	FUNDRAISER ENDS - ALL ORDERS DUE
**Week of November 1st	Place your order for Memberships & Prizes on website
Early December	Receive Membership & Prize order from Axxess & distribute to purchasers

***You may need to recruit a few volunteers to assist*

Axxesscard.com/fundraising

- Create your account to order Materials and Memberships
- Use the “Fundraising Resource” link to download materials to send home, share or post

Order Forms

In your online fundraising account please order one order form for each participant. Order forms are also an envelope to place funds, explain the benefits of Axxess, the instructions to purchase, and the prize opportunities in both English & Spanish. Order forms ship in increments of 50 along with a banner if you'd like to request one. There's no cost for forms or banners!

Once received either fill in (by hand or with labels) or instruct the Teachers to have the students fill in their name, school and class in the appropriate areas. This is extremely important in order to track the sales that come in!

Reconciliation (Counting the Sales)

After the end date we suggest you recruit a small group of volunteers to help you. Gather all the returned packets, keep organized by class and use our “Class Sales Sheet” to count the orders and funds. Detailed instructions are noted on that document.

Prizes

- Axxess offers the following Prizes to encourage your sales.
- Sell 2, Earn an Axxess Prize Card
- Sell 5, earn a \$20 Cash Card
- Sell 10, earn a \$50 Cash Card
- Sell 15 +, earn a \$100 Cash Card
- Students may earn both the prize card and one cash card but cannot earn multiple cash cards.
- Teachers all receive a complimentary Membership this year.

Banners

A banner can be shipped to you along with your order forms. Please be sure you place these in highly visible areas on the day you Kick Off.

Communication

The more parents know about the fundraiser the better. Please be sure to use the resources on our website and encourage everyone to share on social media.

A Few Things That Are Different This Year:

- Everything is ordered on our website and shipped to you.
- Memberships to sell through your school office to the public are available after December 1st and can be ordered through your account. Memberships are no longer offered on consignment. If you'd like to sell through the office prior to December, you can do so by collecting funds and keeping a list of purchasers.
- There is no option for people to purchase on our website or through our office and select your school to receive funds.
- Axxess Memberships will be shipped to you around December 1st allowing time for the purchasers to receive their order before the Holidays. The Membership doesn't begin until January 2, 2022, therefore no time is lost regarding validity and usage.

Payment

For Memberships sold through your Campaign the purchasers will provide cash or make checks payable to your School or PTA, ensuring you get paid first and you can promptly deposit the funds.

When you place your order for Memberships you'll have the option to be invoiced by Axxess or to pay with your School Venmo account to the Axxess Venmo Account. Membership orders will ship to you after payment has been received.

Our Venmo is: @axxesscard

Contacting Axxess: We work as a team and are always happy to help! Hopefully our website answers most of your questions but if not please reach out.

805.884.0307

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