

## Reconciliation Instructions:

Collect all packets by class and keep them organized this way. You'll return orders and prizes to each class so it's important to keep them grouped by class.

Use our "Class Sales Sheet" to track orders by class. Or you can use a class roster if you have one for each class.

By each student's name, write down if they 1) sold memberships & how many 2) returned their packet with no sales or 3) have not turned in anything (packet is missing).

Total up the sales by class & note the prizes per student.

Use the returned memberships to fill orders. Ex: If one student sold 3 memberships, they will have given out the one in their packet and will need 2 more. Use returned memberships to fill the order for the additional 2. **TIP: Use the fundraising envelope to put the sold memberships in to return to that student.**

If a student returned money AND the initial membership, (Ex: student sold 1 membership but also returned the packet with the membership still inside), simply return that membership back to them.

Once you have reconciled the orders for the school you will need to:

- 1) If you sold more memberships than what you started with, go to LINK and follow the instructions to order more memberships.
- 2) If you have filled all of your orders and have extra memberships to return to us, please call your rep to let us know.
- 3) You will likely have some missing packets, please do your best to collect those as they might contain orders & money. But don't stress over it, we will not charge you for missing packets.
- 4) Be sure to order your prizes for students that earned them at LINK. We'll mail them out once your fundraiser is complete.

That's it! The process is simple and if you have a few volunteers to help should only take about an hour or two to complete.

Questions?

Please don't hesitate to call/text/email us!

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