

What to Know



Important Links

- axxesscard.com/fundraising Click on the "Create Fundraiser" button, enter your email to get started & simply follow the on screen instructions to set up your fundraiser
- axxesscard.com/fundraiser-resources Use the "Fundraising Resource" link to download materials to send home, share or post.

Fundraising Packets

Order one packet for each participant. You may want to order a few extra as well. Use these as extras to keep in the office or if your enrollment changes. Packets are also an envelope to place funds, explain the benefits of Axxess, the instructions to purchase, and the prize opportunities in both English & Spanish. Packets ship along with a banner if you'd like to request one (banners are limited so please use the one from last year if you still have it).

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!

Banners

Please be sure you place these in highly visible areas before your fundraiser begins.

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 1, Earn an Axxess Prize Card (This is NEW this year! Just sell one and get the 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. Please include these "Teacher Free" memberships when you place your order for additional memberships and prizes.

**Cash Cards are MasterCard Debit Cards & are valid everywhere MasterCard is accepted.*

***School must sell a minimum of 200 memberships for students to qualify for the \$100 Axxess Cash Cards.*

Communication

You'll be receiving emails from us throughout your fundraiser. These emails contain info & tips to help keep you on track. Please read them, they'll relay everything you need to know!

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:

- Axxess Fundraising Packets contain ONE Membership. Students must sell or return that Membership at the end of the fundraiser.
- Be sure to place your order for packets by September 12th. This will allow us to get your shipment to you by mid-September. (Orders placed late will delay your shipment)
- Fundraising can start no earlier than Friday, September 30th. (All schools can begin on this date)
- Additional Axxess Memberships & prizes will be shipped to you by mid-November.

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 to your Axxess Rep:

Ginelle: 408.893.0434
ginelle.b@axxesscard.com

Rachel: 323.807.5910
rachel.c@axxesscard.com

Instructions



Please read & follow the steps below to ensure a successful fundraiser!

Step 1.

The Axxess Coordinator at your school will go to axxesscard.com/fundraising click on the button "Create Fundraiser" and follow the instructions online to set up this year's fundraiser. After you enter your email, you'll get a code that will allow you to create your fundraiser and order your packets (one per student). We will notify you when the Fundraising Portal is ready. Packets will then be shipped to you.

Step 2.

Send home one Fundraising Packet with each student on your start date (Most schools will begin September 30th). 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. Each packet contains ONE membership. The student must sell or return that membership at the end of the fundraiser.

Note: The packets 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.

Packets are turned in to the teacher by the end of the campaign - usually two weeks. We ask the teachers to keep them 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 axxesscard.com/fundraiser-resources Write in each student's sales and note the prizes earned accordingly. When ready, go to your account online and place your order for additional Memberships and prizes which will be shipped to you by mid-November.

Note: Reminder that each student starts with ONE membership. So if a student sold 5 total memberships, they will likely have given out the membership in their packet and will need FOUR additional memberships. Use unsold memberships to fill orders first, then order additional Memberships online as needed.

**Be sure to keep the Fundraising Packet envelope 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 fundraising 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: (below dates are based on a Sept 30th start date)

DATE	TASK (Flyers & posts online at axxesscard.com/fundraiser-resources/)
By Sept 12th	Place order for Fundraising Packets (We'll notify you when Portal is ready)
Week of Sept 12th	Hang Axxess Fundraising Banner
Week of Sept 19th	Send home "Coming Soon" Flyer
Week of Sept 19th	Email/Distribute "Teacher Instructions" Flyer
Friday, Sept 30th	FUNDRAISER BEGINS! Send home Fundraising Packets on this day
Friday, Sept 30th	Email Staff & Parents "POST 2: Axxess Fundraising Kicks Off Today"
Week of Oct 3rd	Send home "Going on Now" Flyer
Monday, Oct 10th	Email Staff & Parents "POST 3: Reminder Fundraiser Ends Friday"
Monday, Oct 10th	Email/Distribute "Teacher Reminder Memo" Flyer
Friday, Oct 14th	Collect all Fundraising Packets from Teachers. You may need volunteers
Week of Oct 17th	Collect any remaining packets & place order for prizes & extra memberships
Mid November	Prizes & Extra Memberships will be shipped to you