

PROGRAM DETAILS

In General:

- To start a program, complete and mail Fundraising Program Agreement contract to Hal Leonard. A fundraising representative will contact you to discuss your program.
- You may run both online and door-to-door sales.
- A fundraising program typically lasts for two weeks.

Online Sales:

- A fundraising representative establishes an online account for your school program.
- Students follow flash video tutorial to set up their own personal online sales account.
- Students send auto-generated emails to friends and family (suggested text supplied).
- Students can use internet social networking to expand their reach (i.e. Facebook, Twitter, etc.)
- Customers purchase from website using an e-commerce shopping cart.
- Online orders are drop-shipped and delivered directly to customers' home via UPS, USPS, etc.
- At the conclusion of your program, Hal Leonard mails commission check to your school for 40% of the online sales.

How easy! And remember... School administrators don't handle any money or products!

Door-to-Door Sales: Please coach your group to fundraise safely and responsibly.

- Full payment is collected from customer when orders are taken (cash or checks only).
- Some states require sales tax on fundraisers. If your state requires sales tax, you are responsible for adding tax amount to sales price.
- Handwritten orders are mailed together with full payment to Hal Leonard Corp.
- Payment to Hal Leonard Corporation = 60% of retail selling prices. The school keeps their commission of 40% of retail price.
- Orders are organized and packaged **per student** at Hal Leonard Corp.
- Above student packages are bulk-shipped (no shipping charge) to the school.

(Please note: no returns are allowed unless a product is broken in shipment or defective)



Detail from "H-Flat" by Karen Cannon