

# **Sandwich Fundraising 101**

1. Choose your sandwich selections. Ex. Ham & Swiss
2. Decide on your pricing. Ex. \$3.50 for a Ham & Swiss Pretzel Sandwich
3. Set an order distribution date. (Suggested sales period 2-4 weeks)
4. Set a date sales need in by. (Suggested 1-2 weeks before distribution date)
5. Create a Fundraising Sales Sheet for your cause.
6. Distribute Sales Sheets to your volunteers and have them collect orders. You can also decide if you want them to collect payments and what method of payments you will accept.
7. At end of sales period collect Sales Sheets and calculate total supplies needed. Ex. 7 lbs. of Ham, 40 pretzel rolls, etc.
8. Place orders with vendors. Ex. Order pretzel rolls from Smittie's, meat from deli, etc. (or place order with selected sandwich company)
9. Day before or day of distribution date get supplies and prepare sandwiches. (or pick up prepared sandwiches from selected sandwich company)
10. Distribute orders.