



S O U T H E R N

Sheets

Comfort • Quality • Class

*Put Your Fundraising
Needs to Bed.*

Chairperson's Guide
www.southernsheets.com

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Office: 540-951-2281

Fax: 540-951-2280

Address: PO Box 22 Blacksburg, VA 24060

Website: www.southernsheets.com

Email Information: info@southernsheets.com

Email Orders: orders@southernsheets.com

Email Corrections: corrections@southernsheets.com

Southern Sheets is a division of STARSHINE EVENTS, INC.

Dear Friends,

Thank you for participating in our SOUTHERN SHEETS Bed Sheet Fundraising program. Our company has years of fundraising experience and will share with you ideas on how to help your group make the most money

This chairperson guide is here to help your group to be as successful as possible during the fundraiser. Please review it and let us know if you have any questions.

We look forward to working with you and helping your organization to reach its goal.

The Southern Sheets Family

ACCOUNT INFORMATION



Please complete with you group's information to keep for your records

If you need assistance, please email Info@southernsheets.com

YOUR SALES REPRESENTATIVE _____

PHONE NUMBER _____

EMAIL: _____@southernsheets.com

YOUR ACCOUNT NUMBER _____

DATE SALE STARTS _____

DATE SALE ENDS _____

NOTES:

REMINDERS FOR PARTICIPANTS

Important Facts to Remember When Selling Southern Sheets

1. The sheets are a high quality item

People like to buy the sheets because they are not a trinket, but something they can use. They are made of microfiber and are equivalent to sleeping on 1800 thread count sheets.

2. Our sheets are a reasonable price

Our price is only \$39 per set. A comparable set that sells in a store for \$50 or more.

3. You can purchase extra pillowcases

Even though the bed sheet sets come with pillowcases, some people want more, or just want to buy pillowcases by themselves. We sell sets of STANDARD (good for TWIN, FULL and QUEEN bedding) and KING (good for KING and CALIFORNIA KING bedding) for \$10 per set of two pillowcases.

4. Collect money from customers upon order

All money is due from participants at the last day of the sale prior to placing the order.

5. You are selling to raise money for your organization

Make sure to remind the participants what they are raising money for. Having a specific goal can motivate both the customers and the group members.

6. We offer you a 100% guarantee on your bed sheets.

If you are not satisfied, please let us know and we will replace or refund the purchase.

FACTS FOR CHAIRPERSON

Essential Information For Navigating Your Fundraiser

Changes to your program: If you need to change anything with your program, notify your area representative or call us at Southern Sheets 540-951-2281 during weekdays 9AM -4 PM . You can also email us at info@southernsheets.com

Order Forms: Order forms are furnished by Southern Sheets and are mailed to you or brought to you by your local sales representative. Please hand out order forms to all members along with any prize or promotion program.

Submitting Orders: Please submit orders on line by email to orders@southernsheets.com with the excel tally sheet or fax to 540-951-2280 with the total sheet that was furnished. We do not take orders over the phone, so make sure you add up all the items that you need on the one form. Min Order to Ship: 12 sets

Sales Tax: Local sales tax rates will apply unless a copy of your organizations STATE SALES TAX exemption form. This form is not the federal EIN number or form. Please fax the form to: 540-951-2280

Late Orders Late orders are accepted but will only be shipped with a minimum of twelve (12) bed sheet sets.

Payment: Unless you have a PUBLIC SCHOOL PURCHASE ORDER, payment is due before the order is shipped. We will receive your order and send you an invoice for payment. Checks and Credit Card Payments are accepted.

Delivery: Delivery is usually within 10 days after receipt of PO or PAYMENT. We can not ship to a PO BOX. Full Street Address along with City, State, Zip and CONTACT PHONE NUMBER are needed for shipment.

FACTS FOR CHAIRPERSON (cont.)

Essential Information For Navigating Your Fundraiser

Shipping: Shipping is at no charge within South Carolina, Tennessee, Virginia, North Carolina, and West Virginia. Other areas will have an added \$1.00 per unit for shipping.

Problems, Errors, Missing, or Damaged Orders: Please email or fax the missing/damaged report to our Customer Service Department and we will proceed with fixing it.

The order correction form is available online at southernsheets.com. You must fill out the form completely and fax or email it to your sales representative. Correction orders will be sent out within 5 business days.

Referrals: We love referrals. The referral form is on our website at southernsheets.com. If your referral signs up to do a fundraiser with Southern Sheets, you will get a free set of bedsheets.

Returns and Exchanges: Returns and exchanges must have prior approval in writing and sent to:

ADDRESS CONFIRMATION SHEET

Please email or fax with order

Fax: 540-951-2280

Email: orders@southernsheets.com

Organization _____ Chairperson _____

Customer Number _____

Total of Bed Sets _____ Total of Pillowcase Sets _____

Address where shipment of products is to arrive:

Name/Business Name _____

Street (Not PO BOX) _____

City _____ State _____ Zip _____

_____ The above is a RESIDENTIAL ADDRESS

Please include this with your email or faxed in order.

SHEET ORDER TALLY FORM

Organization Name _____

Account Number _____

TWIN		FULL		QUEEN		KING		CALIFORNIA KING	
Color	Number	Color	Number	Color	Number	Color	Number	Color	Number
TAQU—Aqua		FAQU—Aqua		QAQU—Aqua		KAQU—Aqua		CAQU—Aqua	
TWHI -White		FWHI -White		QWHI -White		KWHI -White		CWHI -White	
TCRE—Cream		FCRE—Cream		QCRE—Cream		KCRE—Cream		CCRE—Cream	
TDKC—Dark Cream		FDKC—Dark Cream		QDKC—Dark Cream		KDKC—Dark Cream		CDKC—Dark Cream	
TGOL—Gold		FGOL—Gold		QGOL—Gold		KGOL—Gold		CGOL—Gold	
TBLA—Black		FBLA—Black		QBLA—Black		KBLA—Black		CBLA—Black	
TGRA—Gray		FGRA—Gray		QGRA—Gray		KGRA—Gray		CGRA—Gray	
TEGG—Eggplant		FEGG—Eggplant		QEGG—Eggplant		KEGG—Eggplant		CEGG—Eggplant	
TCHO—Chocolate		FCHO—Chocolate		QCHO—Chocolate		KCHO—Chocolate		CCHO—Chocolate	
TBUR- Burgundy		FBUR- Burgundy		QBUR- Burgundy		KBUR- Burgundy		CBUR- Burgundy	
TSAG- Sage		FSAG- Sage		QSAG- Sage		KSAG- Sage		CSAG- Sage	
TNAV—Navy		FNAV—Navy		QNAV—Navy		KNAV—Navy		CNAV—Navy	

Total TWIN _____ Total FULL _____ Total QUEEN _____ Total KING _____ Total CA KING _____

Total Bed Sheets _____

PILLOWCASE ORDER TALLY FORM

Organization Name _____

Account Number _____

STANDARD PILLOW (Twin, Full, Queen)	
Color	Number
PSAQU—Agua	
PSWHI -White	
PSCRE—Cream	
PSDKC—Dark Cream	
PSGOL—Gold	
PSBLA—Black	
PSGRA—Gray	
PSEGG—Eggplant	
PSCHO—Chocolate	
PSBUR- Burgundy	
PSSAG- Sage	
PSNAV—Navy	

KING and CALIFORNIA KING PILLOW	
Color	Number
PKAQU—Agua	
PKWHI -White	
PKCRE—Cream	
PKDKC—Dark Cream	
PKGOL—Gold	
PKBLA—Black	
PKGRA—Gray	
PKEGG—Eggplant	
PKCHO—Chocolate	
PKBUR- Burgundy	
PKSAG- Sage	
PKNAV—Navy	

Total STANDARD _____

Total KING/CA KING _____

Total Pillowcases Sheets _____

SOUTHERN SHEETS – STEP BY STEP

What to do When

3 WEEKS BEFORE

- Review Chairperson's Guide
- Organize payment options (e.g., purchase order)
- Make sure brochures are ordered
- Double check number of members and fundraiser dates (sale start/end, shipment/pickup)
- Work with sales representative for parent letter and promotion program
- Order 12 sets for display and use for the first orders

2 WEEKS BEFORE

- Approve and run off parent letter
- Sort brochures for classes

1 WEEK BEFORE

- Check with organization about dates and time
- Confirm KICK OFF assembly—make sure sound equipment is available

KICK OFF DAY

- Pass out brochure packages to members
- Do announcements to each class or assembly
- Remind people to collect money with the order
- Show students/members the promotion program

Day 2—9

- Remind members each day of the program through announcements and email
(Make it personal. Remind them of what you are raising money for)

DAY 10, OR END OF ORDER TAKING

- Collect Orders
- Total each order and make sure the money matched the number of orders
- Use a copy of the tally sheet enclosed to come up with your total order
- Allow a few extra days for late orders

SUBMITTING ORDERS TO THE COMPANY

- Submit a copy of the TALLY FORM to the company with a copy of the ADDRESS CONFIRMATION SHEET
- Submit a PUBLIC SCHOOL PURCHASE ORDER with the TALLY FORM

PAY INVOICE DAY

- Once the company has received your order you will receive an invoice by email.
- You must pay your invoice or have a PUBLIC SCHOOL PURCHASE ORDER before the order is shipped. Credit cards are accepted.

DELIVERY DAY

- Sheet Sets and Pillowcases are shipped in bulk and are not packaged to the seller. We do this to keep the cost low.
- Please sort the items to the 5 sizes and 12 colors.
- Make sure you count all the sheet sets and pillowcases before any are handed out.
- Make a list of any items missing or damaged.

PICKUP DAY

- Pass out orders with parents or members signing for their order

PRIZES AND PROMOTIONS DAY

- Complete handing out prizes or doing the event
- Do Review with Sales Representative and/or Company
- Do a review with your representative and or company and resign for next season and/or year
- Celebrate your success!

LET'S GET STARTED!

Now you are prepared to make your fundraiser a success. Please direct general questions to your sales representative.

We look forward to helping you reach your goals. Please do not hesitate to contact us with further questions. We have trained staff available to handle all of your needs. With over 35 years of experience, we will do what it takes to put your fundraising needs to bed!

