



FUNDRAISING PACKET

Welcome to your first Pizza Fundraiser!

The following pages provide ideas and examples which other groups have designed to organize their pizza sales. Mix, match or create your own forms to satisfy your needs. Allow your sales to reach their full potential by assigning an individual to serve as Project Chairperson. For larger sales, form additional committees to work in direct areas like sales material design, assembly and distribution. Assign someone to handle money collection. Let someone supervise production set up, assembly, pick up or delivery.

If this is your first sale, allow plenty of time to plan properly. Consider using the following four week action plan. After going through the process one time, you will be able to complete everything in nearly half the time during your next sale. Sample forms are available in this packet as well. Contact us if you need Word files of any of these documents.

Week #1 –

- Form steering committees (for larger sales), then plan and assign their responsibilities.
- Secure a location with space, tables and refrigeration to store ingredients and assemble your pizzas.
- Determine selling prices. Cost per pizza is typically around \$5 to \$6.
- Design, print and assemble your sales kits for each person involved.
- Have a sales rollout meeting with everyone. Let them know what and when things will happen – dates you will be selling, deadline dates, production date, and customer pickup or delivery information.
- Make sure that people sign up to help during the production day.

Week #2 –

- Conduct your sale for approximately two weeks. This keeps the sale short and exciting. Your customers also won't have to wait long for their pizzas.
- Start planning the production date and what you will need to be prepared.

Week #3 –

- Delivery may be available for ingredients to assemble 300 pizzas or more (with one week lead time). All other orders can be picked up at Delco's Will Call window at the warehouse located at 4850 West 78th Street – Indianapolis, IN 46268.
- Contact Delco Foods at 317-876-1951 with the total number of pizzas you have sold per each variety of pizza you will be assembling. Notify Delco one week prior to your pickup or delivery. Delco will total the order and figure the needed ingredients according to our recommended measurements (found on the Measurements page of this Packet). If you choose to use your own measurements, it will be the customer's responsibility to calculate and order the exact quantities for shipping.
- After you have your total pizza counts, you can copy our baking instructions to attach to each pizza sold.

Week #4 –

- Call Delco Foods and schedule your pickup or delivery.
- Schedule enough help to receive your order and store all refrigerated products properly. Position your tables, fold the pizza boxes, and count the cardboard circles that the crusts will be stacked on later.
- For the production day, schedule enough people to help about one hour prior to your mass production crew. Stack the crusts on cardboard circles, stock ingredients, open sauce, and store the additional ingredients to refill work stations during production. Be sure to hold some product back, so you don't open more than you need.
- Sell, save or donate any unused cheese, meats and produce items. You can only return unopened cans and unopened full cases of paper items for credit from Delco.
- Give instructions to the mass production crew and assign stations. Make sure all crew members understand the importance of sanitary procedures and have a hand washing station available for use.
- Have customers arrive during a designated window to pick up pizzas or set up a delivery system.
- Clean stations and store any leftover products.

Delco Pizza Fundraiser Measurements

1 – 14” Circle per Pie

1 – 14” Crust per Pie

4 oz. Heaping Ladle of Sauce = 6 oz.
(each can of sauce contains approx. 100 oz.)

16 oz. Tumbler of Sausage per Pie = 8 oz. wt.

30 Slices of Pepperoni per Pie = 2 oz. wt.
(all pies receive 30 slices whether single item or combo)

1 – 20 oz. Tumbler of Cheese per Pie = 11 oz. wt

2 – 2 oz. Soufflé Cups of Mushrooms = 2 oz. wt

2 – 2 oz. Soufflé Cups of Diced Peppers = 2 oz. wt

2 – 2 oz. Soufflé Cups of Diced Onions = 2 oz. wt

2 – 2 oz. Soufflé Cups of Olives = 2 oz. wt.

1 – Poly Bag per Pie

1 – 14” Box per Pie

EXAMPLE

PARENT'S CLUB ANNUAL PIZZA BLAST PROJECT STEPS

Dates	Who?	Action
By Sept 6 th	Pizza Committee	Coaches' Letter: Print an announcement for coaches to distribute to players announcing the fundraiser and sales roll out meeting (encourage parents to attend as well). Form Member Steering Committee for each class and elect a chairperson for each group. Collect their contact information.
By Sept 7 th	Pizza Committee & Steering Committee	Assemble 500 packets – requires 1 sales form and 15 pickup reminders Supplies: 500 envelopes, 500 sales forms, 7500 pickup reminders, stapler, paper cutter (to cut pickup reminders) Explain the sales goals, what it will help us accomplish and everyone's role in a successful fundraiser. Explain the process of filling out sales forms. Explain deadline dates, production date and pickup and/or delivery procedures. Have production sign up sheets ready for Roll Out Meetings.
Sept 12 th 5:15-5:45	Steering Committee (7 th & 8 th grade)	Kit distribution and sales Rollout Meetings All parents that show up will be asked to sign up for production day
Sept 13 th 5:30-6pm	Steering Committee (Freshmen)	Kit distribution and sales Rollout Meetings All parents that show up will be asked to sign up for production day
Sept 22 nd	Pizza Committee	Turn in money and completed sales forms with envelopes (new envelopes will be issued)
Sept 28 th	Pizza Committee	Turn in money and completed sales forms with envelopes – Final Day – 7 th & 8 th
Sept 29 th	Pizza Committee	Turn in money and completed sales forms with envelopes – Final Day – Freshmen
By Oct 7 th	Pizza Committee	Print Baking Instructions
Oct 7 th 3-6pm	All Committees	Setup for production. Need access to coolers, freezer & can opener
Oct 8 th 7am-noon	All Committees & Pizza Production Parents	Make pizzas
Oct 8 th Noon-2pm	All Committees	Pickup & Delivery

Collect money, give to chairperson Sept 22, 29 & 30

Enter all orders into computer for pickup delivery day Sept 22, 29, 30

EXAMPLE

Pizza Fundraiser Letter

March 16, 2016

Dear Anywhere School Baseball Parents,

The Anywhere School Baseball organization has planned a great fundraiser. We will be making and selling pizzas. These pizzas are made from all fresh ingredients, including 100% real mozzarella cheese. Each pizza comes ready to bake or it may be frozen for future use.

This fundraiser will help defray the cost of a Media Guide and T-Shirts for the "Junior Grizzly Baseball Program". The Media Guide is filled with Anywhere Baseball information (e.g. coaches and player profiles, baseball records, season forecast and much more). It will be available as you enter the ballgames. The newly implemented "Junior Grizzly Baseball Program" encourages younger ballplayers in the community to become more involved with the high school baseball program and its players.

These items, while being great assets to the program, add a large expense to the Baseball budget. Add these expenses to the field renovations started in the fall and it becomes apparent as to why additional monies will be needed. These additional funds will allow the Anywhere Baseball program to expand and grow.

We encourage all Baseball parents to purchase a supply of pizzas for quick and easy meals after ballgames. Instead of stopping for a burger and fries, head for the comfort of your own home, and in approximately 15 minutes, you can have a fresh, hot pizza straight from the oven. Think of the time and money you will save! We would like each family to sell at least 15 pizzas. Please help make this project a success. Other organizations have proven this to be a very profitable and relatively easy project.

All pizzas must be picked up at Anywhere High School on Saturday, April 16 between 12 – 2pm. Any pizzas not picked up at that time will be considered a donation to the Baseball Program.

We will be sending out order forms later this week.

Thank you for your support by selling these great tasting pizzas!

Anywhere School Baseball Fundraising Committee

EXAMPLE

PARENT’S CLUB FOOTBALL ANNUAL PIZZA BLAST!

Make checks payable to Parent’s Club Football
Collect all money at the time of sale
Each parent/player goal is to sell at least 12 pizzas

Sales Instructions:

Step 1: Have your envelope with order sheet, pickup reminders, a pen and some money to make change.

Step 2: Introduce yourself properly. (Read this each time or memorize your own sales pitch). I’m _____ and we are working hard to help Parent’s Club Football raise funds to help support programs for our student athletes by selling fresh pizzas. Would you please help us by ordering one or more of our great pizzas?

Step 3: Take order by marking your customer’s selections with the number of each pizza they wish to purchase and be sure to write their name, address and phone number.

Step 4: Collect money at time of order. Make checks payable to: Parent’s Club Football. Give the customer a pickup reminder note.

First turn in date – All teams – Thursday, Sept 22 – before practice (new envelopes will be issued)

Final turn in – 7th & 8th grades – Wednesday, Sept 28th – before practice

Final turn in – Varsity, Reserve & Freshmen – Thursday, Sept 29th – before practice

PIZZA PICKUP REMINDER

Oct 8th
Noon-2pm

Middle School
5555 West Main Street
Anywhere, IN

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How to Bake the Perfect Pizza

Thank you for supporting our Pizza Sale! Our pizzas are made from all fresh ingredients, including 100% real mozzarella cheese. Each pizza is ready to bake or freeze when delivered to you.

Baking Instructions – Remove the pizza from the box, preheat your oven to 400° – 450° F. Place pizza directly on the oven rack or on a cooking screen (not on a cookie sheet) and bake for 8 to 10 minutes or until cheese is melted and crust is browned. If the pizza is frozen, we find it is better to let it thaw before baking.

Enjoy your pizza!

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EXAMPLE

Step by Step Production Setup

Schedule enough help to: unload truck, check in order, store refrigerated items, store dry items in production area, set up work stations, prepare pizzas, clean up, run pickup/delivery

We recommend a pre-production team, production team and a pickup/delivery team

- Post the number of each type of pizza needed somewhere everyone can see
- Count out boxes and fold for each type of pizza you will be making. Leave the front flap of the lid sticking out until you put the pizza in the box
- Mark the right side of each box with C=cheese, S=sausage, P=pepperoni & S/P=sausage and pepperoni
- Tape baking instructions to the top of each box
- Stack empty boxes 15 high
- Count out cardboard circles for each type of pizza you will be making
- Lay out poly bags
- Store sauce near can openers
- Locate and set trash cans
- Locate a recycling bin for cardboard
- Locate cleaning supplies
- Lay out ingredients for each station (see Pizza Fundraising Measurements page)
- Always wash hands, distribute gloves and hair coverings
- Stress that ingredients need to be measured out and not overused
- Sauce and ingredients should go out to ¼" or to the edge of the crust
- Finish production and clean up room
- Start picking orders for pickup and delivery