



Serving Suggestions

ANGELO'S PASTA FUNDRAISING PASTA DRIVE

Angelo's Pasta Drive is a delicious and healthy way for your school or organisation to raise much needed funds. From raising money for school camps or new equipment, to supporting your organisation's chosen charity; a Pasta Drive with Angelo's is an easy to organise and tasty fundraising initiative!

HOW DOES AN ANGELO'S PASTA DRIVE WORK?

We will provide an order form for you to distribute to the employees and families of your organisation or school. You can distribute these as handouts, attach them to your newsletter, place on your website or send out via email.

Families and staff complete the order form and submit it, along with payment, to the designated organiser that is happy to champion the drive.

The organiser needs to check that all orders are completed correctly, then forward to Angelo's for invoicing and packing. Angelo's will invoice the school/organisation the wholesale price for the complete group's fundraising order and the school/organisation keeps the balance.

Angelo's will package the individual orders and attach the recipient's order form to each one. Orders will be delivered to your school or organisation as long as the location is within 25kms from Angelo's Fortitude Valley site. Delivery will be on a Tuesday, 14 days after payment is received and will take place between 1:30PM - 2:30PM. The designated contact will be required to receive and sign for the delivery. Orders can then be collected by or distributed to those who made an order.

Perishable goods - Families/staff need to be aware that products are perishable and will need to be kept in a refrigerator or freezer. Any orders not collected should be stored in a freezer on site until collection.



Angelo's
Fresh Pasta Products
SINCE 1968

For more info
Phone: (07) 3252 2482
Fax: (07) 3252 7985
orders@angelospasta.com.au

5 EASY STEPS TO RUN YOUR ANGELO'S PASTA DRIVE FUNDRAISER

STEP 01

REGISTRATION

► REGISTER

Register your school or organisation with Angelo's Pasta by completing the online registration form and an Angelo's Representative will contact you.

- **PROMOTE PASTA DRIVE** - Newsletter, email, notice board, through local church, etc...
- **DISTRIBUTE ORDER FORM** - Angelo's to provide
- **CHECK & COLLECT ORDER FORM** - Parents have chosen Pasta varieties
- **CHECK PAYMENT IS CORRECT**

From start to finish, fundraising takes from 3 to 4 weeks. Promote the Pasta Drive, distribute order forms and allow 1 to 2 weeks before collecting completed forms. This should be around 3-4 weeks before your requested delivery date.

STEP 02

PROMOTION

STEP 03

ORDERING

- **SEND ORDERS TO ANGELO'S** - Angelo's rechecks orders.
Any questions are sent back to nominated fundraising contact.
- **ANGELO'S SENDS INVOICE FOR PAYMENT**
- **ORGANISATION PAYS ANGELO'S** - Via Eftpos (credit card payment fees apply)

Send all the orders to Angelo's Pasta. We will total all order values and email the school/organisation a tax invoice for payment. It's important to pay the invoice promptly as we cannot despatch the order until full payment has been received.

- **ANGELO'S MAKES AND PACKS ORDERS**
- **ANGELO'S DELIVERS PACKAGED ORDERS** - 14 days after payment is received

Group fundraising orders will be delivered to the school or organisation on an agreed Tuesday, between 1:30PM and 2:30PM. Angelo's will call the organiser before leaving to advise we are on our way, so the contact can estimate time of arrival. Unfortunately, we cannot give a more specific delivery time due to Brisbane traffic conditions.

STEP 04

DELIVERY

STEP 05

DISTRIBUTION

- **NOMINATED CONTACT SIGNS TO RECEIVE ORDERS AND DISTRIBUTES TO STAFF / FAMILIES**

Hand out the individually labelled and packaged orders.



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10 REASONS TO CHOOSE ANGELO'S PASTA AS YOUR FUNDRAISING PARTNER

1. **Earn money from every sale** of Angelo's pasta. Plus, by only paying for the products ordered, you don't have to worry about leftover unsold goods!
2. **Convenient** way of fundraising for your school or organisation and feeding the family wholesome delicious meals.
3. **No delivery fee** on your complete groups fundraising order, if your school or organisation is within a 25kms radius of Angelo's Fortitude Valley site. For any location that is between a 25kms – 50kms radius there is a \$30 delivery fee. Orders outside of the 50kms radius will be sent via a Courier service and commercial charges will be passed on. All fundraising orders will be delivered on a Tuesday, 14 days after payment is received.
4. **Simple ordering** - Just collect up the orders you have received, check they have been filled in correctly and fax or email them to us.
5. **Involve your community of extended family & friends.** You can make extra fundraising money by sending our electronic order form to family and friends and encouraging them to place an order to help your local school or organisation's fundraising activity.
6. **Delivery within 14 days of payment.** Receive your orders back within 14 days of payment to Angelo's.
7. **Orders individually packed.** All orders are individually pre-packed and labelled with the recipient's original order, ready for easy distribution and hand out.
8. **Feed the Family with high quality products** - a welcome and low sugar change from Chocolate and Lamington Drives!
9. **One point of contact.** Full support for our products. To ensure your fundraiser is successful we allocate a single contact within Angelo's to manage the process and provide you with a contact number and email address so we can address any questions you may have.
10. **Buy local** – Angelo's Pasta has been making pasta since 1968 and continues to feed many Queensland based families.



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Q&A ABOUT RUNNING YOUR ANGELO'S PASTA DRIVE FUNDRAISER

Q: We only have a small school/office, is there a minimum pasta order with Angelo's Pasta Drive?

No, we do not have a minimum order requirement, making Angelo's Pasta an ideal fundraising partner. Remember your school or organisation earns money from every order of pasta so we encourage you to get as many orders as possible to help achieve your fundraising goals.

Q: I haven't done this before, how do I start?

That's easy! Just register online (visit www.angelospasta.com.au/pasta-drive) or contact us on (07) 3252 2482 and we can email you a registration form to get things started.

Q: What profit will we make?

Your school or organisation will earn money from every pasta order. You will collect the total money from all orders. Angelo's will invoice you the wholesale price for your complete group's fundraising order, and you keep the balance (being the difference between the wholesale price you are charged and the retail price customers pay).

Q: What happens if we have a late order?

If an order is submitted late, please contact us immediately. If the total group order has not been dispatched, there is no problem. Send us the additional order and we will raise a new invoice for payment. Once payment is received we will add it to the total group order ready for delivery.

If your order has left Angelo's, we will have to charge freight to send the order to the site separately, or the order can be collected from Angelo's Fortitude Valley site at no charge.

Q: What happens if we have a problem?

If a problem occurs during or after the fundraising effort, ring us on (07) 3252 2482 and we will help you to resolve it.



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Q&A ABOUT RUNNING YOUR ANGELO'S PASTA DRIVE FUNDRAISER CONTINUED...

Q: OK, I've run the fundraiser and received the orders, what now?

On the day of delivery, it is important that the organiser has arranged storage of the orders as products will need to be kept in the freezer. It is also important to remind families/staff the day, date and time orders are to be collected from the school or organisation.

Q: Your privacy is important to us, what happens with your details?

Any details we have of families/staff are not kept and no details will be passed onto any other company or marketing group.

Q: How can I make our fundraiser more successful?

It is important to promote your fundraiser throughout the school or organisation, to extended family and friends and if possible through your local community to increase involvement.

Ensure specific dates are set for the fundraiser; a 2-week period should be enough time for families to make their decision about pasta orders and return completed forms with payment back to the school or office.

Avoid running a pasta fundraiser over school holidays, close to end of term or creating a return date that is longer than 3 weeks, as order forms may go missing and your fundraising effort will lose momentum.

At every available opportunity remind families/staff of the return date for their order forms and remind them why you are raising funds.

Use newsletters and notice boards to remind, inform and encourage families/staff to participate in your fundraising program.



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WHAT'S NEXT?

if you are interested in running an Angelo's Pasta Fundraising Drive please fill out this expression of interest form and an Angelo's Representative will contact you.

Organiser Details:

School/Company Name _____
School Principal's Name _____
(if applicable)
Raising Funds for _____
Fax Number _____
Phone Number _____
ABN (if applicable) _____

Contact details for the person running the pasta drive:

(Angelo's will only correspond with this nominated contact)

Contact Person Name _____
Contact Person Phone _____
Contact Person Email _____

Drive details:

When would you like to run your fundraiser (we recommend 2 to 3 weeks):

Delivery Address / Instructions:

For schools only:

Has the Pasta Drive been approved by the School Principal? ☐ Yes ☐ No

Who's / what part of the school is running the pasta drive? ☐ P+F ☐ School tuckshop
☐ Specific class (year:___)

Accounts Payable Contact Details:

Name _____
Email _____
Phone _____

I confirm that I have read the 'How it works' and '5 Easy Steps' chapters of this manual and understand the Angelo's Pasta Drive process that will be followed.

Once complete please fax to (07) 3252 7985 or email to orders@angelospasta.com.au



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