

Fundraising Candy Delivery & Distribution

NAME OF SCHOOL/ORGANIZATION

See's Candies Order Delivery Date: _____

Prepare Fundraising Candy for Handout:

Date: _____

Location: _____

Time: _____

Students Can Pick Up Their Candy:

Date: _____

Location: _____

Time: _____

Make Your Delivery and Candy Distribution Easier:

1. Prepare your delivery location.
 - Secure a safe, cool and dry spot to store your See's Candies. Place cartons off the ground and away from direct heat or moisture. Use this space to organize and prepare orders for distribution.
2. Bring help.
 - Contact friends or volunteers ahead of time to assist you on candy hand-out day.
3. Check your order.
 - Count all cartons upon delivery and confirm the total matches your receipt.
 - Open cartons and group like items together in the same order listed on your form. (Tip! Boxed chocolates, such as Assorted Chocolates and Nuts & Chews, have a label on the end of the box noting product assortment and weight).
 - If your order is incomplete, incorrect or damaged, please contact us immediately so we can make it right. Call 800-733-7123 or email fr@sees.com.
4. Organize candy.
 - Gather and bag each student's order after confirming all items are accounted for.
 - Label each bag with the student's name or classroom for easy pick-up.
5. Coordinate student candy pick-up.
 - Set up a designated area for student pick-up.
 - Distribute candy toward the end of the school day so it doesn't melt, get lost, or eaten.