

# See's CANDIES®

## Fundraising Candy Delivery & Distribution

NAME OF SCHOOL/ORGANIZATION \_\_\_\_\_

Date See's candy order will be delivered \_\_\_\_\_

### Prepare fundraising candy for hand-out:

date \_\_\_\_\_

location \_\_\_\_\_

time \_\_\_\_\_

### Students can pickup their candy:

date \_\_\_\_\_

location \_\_\_\_\_

time \_\_\_\_\_

### Hints to help make delivery and candy distribution easier:

1. Secure a site at your delivery location where you can safely store your See's candy when your order is delivered. We recommend using this space for candy preparation and distribution.
  - Store candy off the ground in a cool, dry place.
2. E-mail friends/helpers to assist you on candy hand-out date.
3. Check your order:
  - Count all cartons received to make sure it matches the number noted on your receipt.
  - Open the cartons and group all like items together in the same order they appear 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.*
  - Count the total number of each item received and check against your order form.
  - If there are any concerns with your order (incomplete, incorrect or damaged), please contact us immediately so we can make it right. Call 800.733.7123 or email [fr@sees.com](mailto:fr@sees.com)
4. Organize candy
  - Pull each individual order. Do not distribute any candy until you have put all the orders together. Work in pairs and double-check as you go.
  - Put candy into bags and mark for each student. Arrange bags by classroom or name for ease during product pick-up.  
*Tip! Staple the pre-sale flyer to their bag.*
5. Student candy pick-up
  - Instruct students to pick-up their candy at a designated area.
  - Distribute candy toward the end of the day, so it does not get lost, melted, or eaten.