

# Collection Envelope

Organization Name: \_\_\_\_\_

Teacher/Coach Name: \_\_\_\_\_

Grade/Team: \_\_\_\_\_ # of Order Forms \_\_\_\_\_

Turn in Date: \_\_\_\_\_ Turn in location/person: \_\_\_\_\_

## ✓ Chairperson Checklist

- Fill out the top portion of this envelope.
- Check order form for participant name, teacher/coach, and grade/team.
- Verify amount of money turned in for each order.  
\*PLEASE DO NOT SEND ANY PAYMENT WITH ORDER FORMS.
- Complete the *"For Chairperson Use Only"* section for each order form.  
\*Record *"Total \$ Turned In"* for each order form.
- Place WHITE copies of the order forms in this envelope.
- Keep YELLOW copies of the order form for the organization's records.
- (when applicable)* Make sure the ship to address is filled out for each order form.
- I've completed this checklist to ensure accurate packaging!

## Questions?

- View sponsor portal for *"Easy Step"* instructions
- Contact your Sales Representative or call Charleston Wrap at 1-800-982-0293

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