

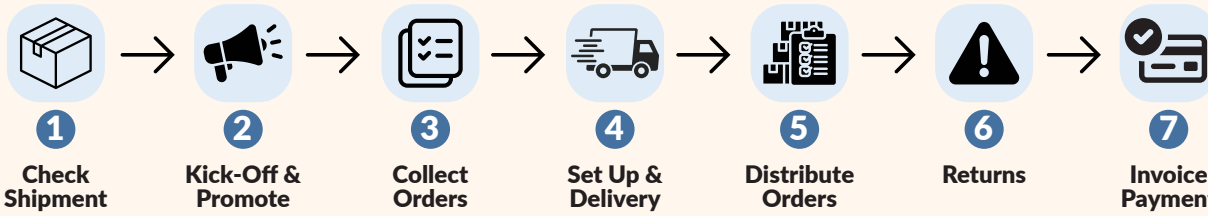


Start Shopping Online:  
**7/13/2026**

End Shopping Online:  
**12/11/2026**

Order Form Deadline:  
All paper order forms  
must be received by  
**10/16/2026**  
(or they will be returned for  
online submission or refund)

### HOW IT WORKS (AT A GLANCE)



### STEP 1 CHECK YOUR SHIPMENT

Before you begin, open your paperwork box and confirm items:

- |  |  |
|--|--|
| <input type="checkbox"/> Promotion Posters               | <input type="checkbox"/> Instant Internet Prizes & Instructions*   |
| <input type="checkbox"/> Extra Order Forms               | <input type="checkbox"/> Teacher Incentive Sheets*   |
| <input type="checkbox"/> Reminder Letters                | <input type="checkbox"/> Daily Prize Tracking Charts*  |
| <input type="checkbox"/> Collection Envelopes            | <input type="checkbox"/> Participant Packets   |
| <input type="checkbox"/> Sticker Boosters & Instructions | <i>Catalog, Prize Brochure*, Order Form, Participant Letter</i>  |
| <input type="checkbox"/> Prepaid Return Label & Envelope | <input type="checkbox"/> Daily Prize Box*  |
|  | <i>Instructions, Collectibles (Snack Pack Backpack Clips),<br/>Coupon Box, Coupon Drawing Prizes (Snack Pack Racers)</i> |

\*If applicable



### STEP 2 KICK-OFF & PROMOTE

Launch your fundraiser and get students excited!

- Host a kick-off and distribute packets
- Promote daily using marketing materials
- Send **Reminder Letters** 3 days before end date
- Visit Sponsor Portal to access videos and promotional ideas



Paperwork Box & Resources  
Marketing Guide & Templates



### STEP 3 COLLECT & SUBMIT ORDERS

Collect and prepare all order forms and payments.

#### Collect

- Gather all order forms/payments by your deadline
- Sort by teacher/coach using collection envelopes

#### Check for Required Info

Ensure each **WHITE** order form includes:

- Participant Name
- Teacher/Coach Name
- Grade/Team
- Phone Number
- Total \$ Turned in (for chairperson use only)
- Address\*

#### Submit

- Return **WHITE** forms using prepaid shipping label & envelope  
→ **Yellow = Organization**  
→ **Pink = Participant**
- Submit late order online by 10/16/2026



**IMPORTANT: Missing information may delay processing.**

\*If applicable



### STEP 4 SETUP & DELIVERY

Receive and Unload your shipment:

- Schedule and confirm delivery date
- Ensure order pick-up is for next-day after delivery
- Shipments arrive via **Freight Carrier LTL (pallets)** or **Shipping Carrier (boxes)**
- Ensure space is clear and volunteers are ready
- Distribute orders and prizes
- **Direct-to-Seller:** Ships to the customer's home
- **Online-Only Participant Prizes:** Ships to the school



### STEP 5 DISTRIBUTE ORDERS

Organize and distribute orders.

- Use box labels and packing slips to sort orders
- Each box includes participant info, box number, and prizes\*
- **Need a packing slip?** Visit <https://charlestonwrap.com/packslip/>
- Direct order issues to Customer Service (info on box)

\*If applicable



### STEP 6 RETURNS

Handle issues quickly and easily.

- Set up a returns box (hold items unless instructed otherwise)
- Parents must report issues within 5 days of delivery.

<https://charlestonwrap.freshdesk.com/support/tickets/new>

- Replacements (paper orders) are sent directly to the school



### STEP 7 INVOICE/PAYMENT

Complete the final step:

- **Invoices are emailed after the sale.** Payment is due within **5 days** of the invoice date
- **No invoice due?** **Profit checks** are mailed on the 15th and 30th of each month after the sale ends.

