

## Attention:

Before unpacking anything, locate the packing slip/invoice in one of the boxes and check your order against the invoice to make sure everything was sent correctly. If there are any discrepancies, call Customer Service right away at 774.776.7366. Leave a message if it is after 5:00 EST.

*Equal Exchange*  
Fundraising

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## Step-By-Step Packing and Distributing Ideas For Your Equal Exchange Fundraiser

**1. Once you've placed your order with Equal Exchange, reserve a secure work space** at your school to which the order can be delivered.

**Note:** Some items will arrive in a separate shipment from Ten Thousand Villages. Typically this shipment arrives within a few days of the main order. Do not start your packing party until both shipments have arrived.

**2. Recruit volunteers for a packing party.** You'll need plenty of enthusiastic helpers to unpack and sort the Equal Exchange order. Bringing food and drinks makes this event not only efficient, but lots of fun too!

**3. Alert the Parents** which day their child will be receiving Equal Exchange products.

### 4. Unpack the boxes:

We suggest having a box cutter or pair of scissors on hand to open the boxes, but be careful not to cut into the products inside. **Don't cut too deep.**

**Unpack and line up products** in the order they appear in the catalog. This makes an easy assembly line for volunteers to pack orders.

Grab a red bag and an order form and fulfill the order. **Double check that the order was packed accurately after filling.** Place the order form in the bag with the products, and then place the bag in a labeled area for that student's class or grade.

For extra clarity write the name of the student on their red bag.

### 5. Clean up:

**Breakdown and recycle** leftover cardboard boxes.

Deliver the products to classrooms or have parents retrieve their orders from a secure location.

## What to Do With Extra Products

Once all the orders have been filled, you may have extra products on hand (check the "Order Summary" tab on your Order Form Excel to verify). Extras are easy to sell or give away as parent/teacher gifts or to raffle off at your next auction.

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*Make money*  
*Make a difference*  
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