



WE ADD UP Leader Kit

What is WE ADD UP?

No one can do everything, but everyone can do something to help solve the climate crisis. WE ADD UP gives people ideas for easy things almost anyone can do to reduce their carbon footprint. Each organic t-shirt is printed by hand with a unique number. We're keeping a sequential, growing, global count of people who are adding up to make change. Your number is your position in this count. Each t-shirt starts conversations and makes the wearer an ambassador for positive change for a thriving world. We're excited your school or group is considering fundraising with us! Please be in touch with us if you have any questions.

Steps to Completing a Successful Fundraiser

1. Completely read over this Leader Kit.
2. Set a start date and time frame to do the WE ADD UP fundraiser. We recommend doing this fundraiser for 2-4 weeks.
3. Sign the Waiver/Registration form and fax to 440.946.7083. Please note: a student may manage and run the fundraiser. However, an adult supervisor employed by the school **MUST** sign the Waiver/Registration and be held ultimately responsible. Thank you.
4. We will mail your fundraising kit: catalogs, several order forms (can copy more as needed), master order form.
5. Give participating students catalogs to go out and sell product to their networks. Reach out to local businesses, community members, and families.
6. Collect student catalogs and money at the end of the time frame.
7. Leader then consolidates all of the customer orders into the Group Master Order Form. This form should document every order your group sold.
8. Count money to make sure it adds up to the total amount on the Group master order form. Follow the instructions on the Group master order form to determine how much money your group keeps and how much should be mailed to We Add Up. Our commission structure:
 - Sell 25 shirts – earn 10% total commission
 - Sell 50 shirts – earn 20% total commission
 - Sell 100 shirts – earn 25% total commission
 - Sell 150 shirts – earn 30% total commission
9. Mail your Group Master Order Form and one (1) check made out to: WE ADD UP for the total amount due to:
 - WE ADD UP
 - PO Box 255
 - Willoughby, OH 44096

10. When we receive your order, we will send you an email confirmation and an expected ship date.
11. Your order will ship 2-4 weeks after we receive your Group Master Order Form and payment.
12. When shipment arrives, take inventory of your order. Make sure nothing is missing or damaged. Once you've taken inventory, distribute product to your customers.

Shipping

Shipping to schools in the US is FREE.

Returns

All sales are final. We do not accept returns. Please make sure your customers carefully consider the Size Guide in the fundraising catalog when they choose their tee to make sure they are getting the right size for them. Also, please keep in mind that t-shirts are custom printed individually by hand and that there may be slight variations in consistency of placement of numbers. If a box arrives damaged by the shipper, please contact us immediately at 1-800-401-9195.

Payment Schedule

WE ADD UP must receive full payment for all orders before it is processed and fulfilled. This is necessary because each t-shirt is sequentially customized and cannot be resold. If your group cannot get authorization through your school board to pay an invoice before product is shipped, we have a few recommendations:

- 1) Work through your school's booster program. Collaborate with band boosters, football boosters, or another group that does not require processing through the school board.
- 2) Work through your local PTA. Your school board will be thrilled you are working with parents and the community.

About Our Products

Apparel- Our t-shirts are made of the highest quality 100% certified organic cotton and are grown or made in the USA. We offer sizes small thru 2XL in Short-Sleeve Tees, and small thru X-Large in Women's Tees. Our organic Kid's Tees are available in sizes 2, 4, 6, 8, 10, and 12.

Totebags- Our totebags are made of 100% recycled cotton canvas by a woman owned fair wage/fair labor business.

Eco-Mugs- Our Eco-Mugs are made of 100% US corn. They are biodegradable!

Lunchbags- Our lunchbags are made of 100% recycled cotton by a woman owned fair wage/fair labor business.

Contact:

Jill Palermo

1-800-401-9195

jill@weaddup.com