



www.kidscards4christmas.com info@kidscards4christmas.com

Kids Cards 4 Christmas

Teachers & Organisers > Guide for the 2008 Christmas Card Project

This guide will help to explain how you organise the Personalised School Christmas Card fundraising project with the children in your School or Nursery.

1. In this box we have sent you are instruction sheets for the class teachers taking part and packs of card templates for each class of children to draw their Christmas card design on. Keep the box as we will be collecting it with the completed card templates.
2. Please hand out to each class teacher a teachers information sheet and a pack of Christmas card templates (teacher retains the bag).
3. After the children have drawn their designs, the class teacher collects the card templates and places them back into the bag they came in, having completed the information label before handing them back to you the organiser.
4. When you have collected the children's artwork from each class teacher taking part, put them back into the box provided. You then telephone us and we will send our courier to collect the box.
5. From each child's drawing we scan, print and send back to the school a sample Christmas card, data sheet order form & information card in a clear bag, sorted by class for you to give to the class teacher.
6. The children take their sample Christmas card and order form home.
7. The children return the order forms to the teacher with the information for the quantity of cards they want to order.
8. The Christmas card organiser collects the orders from the teachers, and transfers the information to the data sheet provided, and then phones us to arrange for our courier to collect them.
9. We print and send back to the school the Christmas card packs ordered. Each pack contains 9 high quality cards with envelopes in a clear bag with the child name and class on top. Each class order is then boxed together for you to give to the class teacher to give to the children.
10. Christmas card designed by their children and printed professionally has great appeal to all parents. Most will buy at least one pack or more to give to family and friends.
11. The price we charge for the standard pack of 9 cards with envelopes is £6.50 of which £1.50 is retained by the school . That's only 65p per card.
12. Special packs also have 8 cards with envelopes but include a picture of the child on the reverse of the card. The price we charge for special packs is £8.00 of which £2.00 is retained by the school.

No cost to your School or Nursery and children of any age can take part

Every child's Christmas Card sold makes a profit for your School

The School only orders what the children and parents have paid for

Your Christmas Card organiser collects the money from parents

You take your profit before sending us payment for printing

Price includes all courier costs

Call 020 7232 1200

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