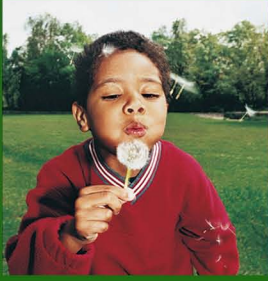


Conservation Made Easy Fundraiser



CHANGE



HAVE FUN



LEARN

5 EASY STEPS TO SUCCESS

Step 1: Introduce the Fundraiser.

Explain the fundraiser and the benefits of conservation to your school or organization through a school-wide event or special meeting to introduce Compact Fluorescent Light bulbs (CFLs) and conservation shower heads. Think of ways to kick-off the fundraiser. These could include; showing a film about global warming, starting the fundraiser during National Energy Awareness month (October), or using it as a means to recognize Earth Day (April 22nd).

Step 2: Sell conservation products and educate your community!

Start you selling and encourage participants to have fun, be safe, and educate their community of the positive environmental impact provided by the fundraiser. Remember everybody wins when conserving water and energy. Keep consistent communication and remind participants of sales goals. Remind participants when taking orders to collect checks up front, made payable to your school or organization. Do not forget Sales and Use tax if applicable in your area.

Step 3: Collect Order Forms and tally up your profits.

At the end of your fundraising campaign, collect all Order Forms and funds. Complete the Tally Worksheet and determine your profit. Make sure to keep copies of the Order Forms so that you can distribute the orders correctly after the product is delivered.

Step 4: Place your order.

Mail your Final Tally Worksheet, copies of the Order Forms, and a check made payable to RBC Utilities LLC, for the amount indicated on the Tally Worksheet to:

*Conservation Made Easy
PO Box 424
Damascus Maryland, 20872.*

The rest is Yours!

Your order will be shipped to you within a few weeks.

Step 5: Distribute the conservation products.

Upon receipt of your order, check it for accuracy and then distribute conservation devices. You will be provided packaging supplies to help with distribution. Report all issues with accuracy or damage directly to RBC Utilities LLC. For distribution, we recommend arranging a time for people to stop by your organization or school and pick up their order.