



4650 Ladson Rd, Suite I, Summerville, SC
 (843) 695-1498 www.HereBeBooks.com

Thank you for participating in and facilitating the game fundraiser. Below is a list of both your organization's and *Here Be Books & Games*' responsibilities.

Organization/Facilitator
Street Address
State, City Zip Code
Facilitator Day Phone #
Facilitator Evening Phone #
Facilitator Email
Number of Catalogs

RESPONSIBILITY CHECK LIST

- _____ 1) Organization Facilitator counts received catalogs to see if there are enough for family members, friends, neighbors, and coworkers. Request more if needed.
- _____ 2) Facilitator writes the **date** orders are to be returned on page 5 of the catalogs in the **“Return by”** box of the order form. We recommend 7-14 days after distribution. Facilitators also write 7% in **“Applicable Sales Tax”** box. See picture on the right for the location of this line.
- _____ 3) Facilitator, 7-14 days later, collects order forms and payment.
- _____ 4) Facilitator totals all orders and verifies correct payment on the attached **Order Summary Sheet**. Facilitator keeps individual order forms as reference for distribution after order delivery (See Step 10).
- _____ 5) Facilitator determines the **20% Organization's Profit Share** on the **Order Summary Sheet**. Do not separate the share; it will be mailed back as a check with your order.
- _____ 6) At the end of the order collection period, the facilitator delivers or mails **Total \$ Amount** and **Order Summary Sheet** to Tina McDuffie at Here Be Books & Games. Here Be Books & Games will accept any number of personal checks but cash should not be sent in the mail. For families paying in cash, we prefer the organization write a total check or secure a money order. Mail to: **Here Be Books & Games**
4650 Ladson Road, Suite I
Summerville, SC 29485-8535
- _____ 7) *Here Be Books & Games* processes and delivers Organization orders and Organization Profit Share in 2-4 weeks after receiving total funds.
- _____ 8) Organization receives game delivery and facilitator determines accuracy. Call Tina McDuffie at *Here Be Books & Games* immediately if there are any discrepancies so that we can remedy the situation immediately.
- _____ 9) Facilitator separates, collates, and distributes orders to individuals who placed orders.

Game Title	Qty	Prior	Total
1 10 Days in the American		\$25	
2 The Art of Conversation		\$15	
3 Ball of Whacks		\$30	
4 Claim It!		\$24	
5 duck! duck! GO!		\$25	
6 duck! duck! SAFARI!		\$25	
7 Fantasy Wizard		\$9	
8 Fruit Fair		\$30	
9 Game Design in Classroom		\$20	
10 Heli Galti		\$20	
11 Memoir '44		\$50	
12 Namik		\$28	
13 Ninja Versus Ninja		\$25	
14 Once Upon a Time		\$21	
15 Pirate Versus Pirate		\$25	
16 Revolution!		\$40	
17 Scrappers		\$25	
18 Settlers of Catan		\$42	
19 Seven Card Samurai		\$20	
20 Small World		\$50	
21 Ticket to Ride		\$50	
22 Tropica		\$15	
23 Trains		\$30	
24 Who Would Win?		\$20	
25 Wits & Wagers Family		\$20	
26 Wizard		\$8	
27 Word on the Street		\$25	
28 Word on the Street Junior		\$20	
29 X-Ball		\$30	
30 Y-Ball		\$30	
Total Quantity:			
Subtotal \$ Amount Due:			
Applicable Sales Tax: Multiply Subtotal Amount by			
Subtotal \$ Amount + Any Sales Tax = TOTAL \$ Amount Due			
Name:			
Phone Number:			
Return By:			

Please do not hesitate to contact Tina by phone with any questions and requests that you may have.

Contact: Tina McDuffie
 Here Be Books & Games
 Phone: (843) 695-1498

Hours: Tues thru Fri 10 a.m. to 6 p.m.
 Website: www.HereBeBooks.com

#	Game Title	Qty.	Price	Total
1	10 Days in the Americas		\$25	
2	The Art of Conversation		\$15	
3	Ball of Whacks		\$30	
4	Claim It!		\$24	
5	duck! duck! GO!		\$25	
6	duck! duck! SAFARI!		\$25	
7	Fantasy Wizard		\$9	
8	Fruit Fair		\$30	
9	Game Design in Classroom Available Oct.		\$20	
10	Halli Galli		\$20	
11	Memoir '44		\$50	
12	Nanuk		\$28	
13	Ninja Versus Ninja		\$25	
14	Once Upon a Time		\$21	
15	Pirate Versus Pirate		\$25	
16	Revolution!		\$40	
17	Scrappers		\$25	
18	Settlers of Catan		\$42	
19	Seven Card Samurai		\$20	
20	Small World		\$50	
21	Ticket to Ride		\$50	
22	Triplica		\$15	
23	Tsuro		\$30	
24	Who Would Win?		\$20	
25	Wits & Wagers Family		\$20	
26	Wizard		\$8	
27	Word on the Street		\$25	
28	Word on the Street Junior		\$20	
29	X-Ball		\$30	
30	Y-Ball		\$30	
Total Quantity:				
Subtotal \$ Amount Due:				
Applicable Sales Tax: Multiply Subtotal \$ Amount by				
Subtotal \$ Amount + Any Sales Tax = TOTAL \$ Amount Due				
Name:				
*Phone Number:				
Return By:				

ORDER SUMMARY SHEET

Instructions: Tally all orders on this page.

IMPORTANT

Profit Share x .20 of Subtotal \$ Amount

\$ _____

Profit Share Check To:

Print Name/Organization Here

DELIVER TO

Print Location/Address Here

QUESTIONS?

Contact: Tina McDuffie

Phone: (843) 695-1498

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Game Night Fundraiser!

The staff from *Here Be Books & Games* will help you learn and have fun playing games in the Game Fundraising Catalog!

Location: ?? **Date:** ?? **Time:** ??

- Raise funds for your organization.
- Increase your child's academic and social achievement.
- Spend quality family time together.
- Have Fun!



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