

## Class Fundraisers

To ensure a smooth process when organizing class fundraisers, please follow the checklist below:

1. Email the [PA chair](#) for fundraiser approval and tracking
2. The parent (s) organizing the fundraiser is responsible for the following steps:
  - a. Draft all the details related to the fundraiser:
    - i. Deadline for purchase
    - ii. Cost of item for fundraiser
    - iii. Proceeds to which class
    - iv. Main contact for questions
  - b. Create a supporting poster
    - i. The poster/image must be in an Instagram Square post dimension (1080x1080 px in Canva)
  - c. Provide the breakdown and details of all purchase options\*
  - d. Provide supplementary images (product photos, variations, etc.) in a JPEG format
3. Once the above steps have been completed, please email [Sam Peris](#) and [Neha Huggins](#) with all the completed above information\*\*
  - a. Sam will update the school calendar
  - b. Neha will add the fundraiser to the school store, the MMB and the class fundraisers page on the website\*\*\*

**\*Please note that all class fundraiser purchases will now occur through the HWS Tomten's store page.**

**\*\*If any information related to the fundraiser is missing or not in the correct format, it will be returned to the fundraising organizer. Unfortunately, the administrative team does not have the capacity to make formatting adjustments or fill in missing details.**

**\*\*\*PA fundraisers organized, created by, or marketed by the students will be posted on HWS's official Instagram page. Parent driven fundraisers will be maintained on the HWS class fundraisers website, along with MMB notices for 2 weeks.**