

Hoagie Fundraiser

How the Money Works



Step 1: Take Your Orders

A couple weeks before the hoagie sale collecting your hoagie orders.

Keep track of how many hoagies each customer purchases on your order sheet. Keep track of the types of hoagies for each order: Italian, Turkey, and Mission Hoagies.

Record how much each customer owes so you know what to collect when you deliver. **We recommend that you DO NOT collect the money at this time.**



Here's an Example Order Form below to keep track of what you need to collect on DELIVERY DAY.

BP Hoagie Orders

\$10 dollars Each
Delivery Sat,

Name	Address/Phone	Italian	Turkey	Mission	Total Due at deliv	Paid
Jen	123 Appel Rd. / 412-123-4321	4		1	50	
Cathy	9347 State Ave / 724-999-9999		2		20	
Trish Roberts	10 Wife Lane / 412-777-8888	2	2		40	
Liz	10 Grandma ST / 412-988-8888	2		1	30	

Step 2: Pay on Hoagie Saturday



Come to IMS on Hoagie Saturday and pay the Boosters **\$10 per hoagie sold**. This is before collecting money from your customers.

You can pay by **cash, credit card, or check**.

Couldn't sell all 60 hoagies?

If you fall short of the quota by a few hoagies, you can pay a donation amount of \$7/ hoagie to get you to the 60 quota. Please calculate that amount into your check for a single payment amount. For example, if you sell 55 hoagies, you would owe \$550 for the sold hoagies and \$35 for the 5 that you didn't sell for a total of \$585.

To allow you some time to collect all the money from your customers, the Boosters will wait a few days to cash your check. **The earliest it will be cashed is the Wednesday after the Hoagie Day**, but may not be until later that week (due to bank regulations.)



Step 3: Deliver & Collect Money

Deliver the hoagies to your customers and collect the full amount owed from each customer, including any Mission Hoagies purchased.

Important Reminder: You are responsible for paying for all hoagies you sell on Hoagie Saturday, even though you may not have collected the money from your customers yet.

Paying by check gives you until Wednesday before your payment is deposited. Make sure you deposit the money into your bank account so the check clears.