



**Simply-Put Books  
Catholic Faith-Raiser**

PO Box 88166  
Colorado Springs, CO 80908  
719-362-6944 phone \* 719-495-7537 fax  
E-Mail: [info@catholicfaithraiser.com](mailto:info@catholicfaithraiser.com)  
[www.CatholicFaithRaiser.com](http://www.CatholicFaithRaiser.com)

# 10 Steps to a Successful "Faith-Raiser"

- Step 1:** Set dates for your Faith-Raiser both for individual sales & weekend Mass sales.  
Order your "Faith-Raiser" Implementation Kit.  
(719) 362-6944 or [info@CatholicFaithRaiser.com](mailto:info@CatholicFaithRaiser.com)
- Step 2:** Market your Faith-Raiser with the materials in your Faith-Raiser Implementation Kit, as well your own creative ideas.
- Step 3:** Distribute order forms to your students/group members.  
Motivate your group with simple incentives such as dress-down day, a pizza party, a movie party, or any other motivating incentive that is appropriate for your participants.
- Step 4:** Coordinate volunteers to sell the products at the scheduled weekend Masses.  
Follow the simple steps in the Faith-Raiser Implementation Guide to set up your table.  
Sell the 'Simply Put Books' at all weekend Masses.
- Step 5:** Collect all money and order forms from your participants on the due date.  
Organize and sort your order forms by class/group and last name.  
For easy record-keeping, place all the order forms in the 3-ring order form binder provided in your Implementation Kit.
- Step 6:** Utilize the simple, easy-to-use Spreadsheet Order Calculator (Excel) on our website to calculate the order totals for your group.  
Deposit all money into your group's account.
- Step 7:** Place your order with Simply Put Books & Catholic Faith-Raiser by:  
\* E-mailing, Faxing, or Mailing in your order.  
\* Send payment to: Simply Put Books, PO Box 88166, Colorado Springs, CO 80908
- Step 8:** Coordinate volunteers for sorting and distributing your products to :  
\* your students /group members \* after all weekend Masses
- Step 9:** Receive shipment of products.  
(Products will be shipped within five full working days from the day the order is placed and payment is received by Simply Put Books.)  
Sort and distribute the products.
- Step 10:** Thank all supporters and relish the fact that not only did you implement a fundraiser, but a FAITH-RAISER as well!