



COFFEE FUNDRAISER & FAQs

What is the Coffee Fundraiser?

- EPI is partnering with Black Coffee Roasting Company (BCRC) to provide an opportunity for you and your students to generate funds for your program. BCRC sells EPI coffee at wholesale cost, which can be purchased by our students and sold at retail cost. The difference in cost (retail – wholesale) is credited towards your student's accounts.

Is this a group fundraiser or can individuals participate?

- We encourage a group effort with a designated point-person to collect all sales and maintain communication with EPI and students. However, individuals can participate.

How much money can be raised?

- \$5 from every bag sold will be credited towards an account.

How long can I sell coffee for?

- All sales must be finalized and submitted to EPI prior to the final payment deadline.

Who should I contact at EPI if I have questions? / Who do I contact for financial questions (i.e. account balance)?

- Questions can be directed to the Enrollment Assistant at EPI.

What sort of payment should I collect?

- Cash and checks may be collected. Please assure that **only one check** is sent to EPI per order form. Checks sent to EPI need to be made out to **Ecology Project International**.

Where do we find the forms we need?

- Forms can be shared by your course coordinator or by contacting the Enrollment Assistant.

How should I promote my fundraiser?

- Meet face to face, share on social media, call, send an email, or even mail an old fashioned letter.
- Tell your story. Share why you are raising funds.





When can we sell coffee?

- Coffee is very flexible in that it can be sold anytime during the year. The majority of our schools sell during the fall and spring, with focus around the Holidays.

Is there a minimum order?

- No. We are happy to process any order for any amount.

How do we sell?

- Promote your fundraiser and share why you are raising funds. Reach out to family members, friends, and community members who may want to purchase individual bags. Reach out to businesses or organizations who may want to order larger quantities to share with their employees.
- Once you have an interested customer, have them pick out the type of coffee and the number of bags they would like to purchase. Write down their contact information along with their order on the order form. Collect payment. Let your customer know when/where they will receive their coffee. Submit order and payment to your group leader.
- Collect all Order Forms and payment(s) from students. Keep track of what student participated and how many coffee bags they sold. Submit entire order with payment to Ecology Project International at:

Ecology Project International
315 S 4th Street East
Missoula, MT 59801

How is the coffee shipped?

- Once an order is received, EPI will place the order with Black Coffee. Black Coffee will prepare order for shipment within 5 business days. The order will be sent in ONE box to the address indicated on the order form. Once shipment is received, disperse bags to student. The student will then be able to disperse to their customers.

blackcoffee
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