

School Fundraiser FAQs

Overview

We are fortunate to have PTA members and former educational professionals as part of our team. We understand that schools are busy places and that PTAs are often pressed for time. We therefore offer a scheme that is simple to run. We also provide free marketing materials and postage to help PTAs gain the best return on their efforts!

How it works

1. Begin by registering

All you need to do is fill in our [Google Form](#), and answer the following questions:

- How many pupils does your school have?
- Would you prefer paper order slips or a PDF order slip?

Schools with over 500 pupils will receive a PDF order slip - sending the order slip out in a digital format offers a simple distribution method for larger schools.

- Please select a closing date for your fundraiser
- How would you like parents to complete their orders?

These instructions will be included on your order slip(s), for example:

Please return the order form with the correct money in a named envelope to the school office by:

FRIDAY 22ND NOVEMBER

Order as many as you like!

Many thanks for your support,

XX PTA

To place orders please complete the Google document that has been sent via the school and make payment via our website:

www.ourptaevents.co.uk

Alternatively, please return the correct money with the order form in a named envelope to the school office.

Orders Close:

FRIDAY 22ND NOVEMBER

Order as many as you like!

Many thanks for your support,

XX PTA

N.B We can also add QR codes and links to your forms, please contact us to discuss your requirements.

2. Receive your order slips

Once you have registered, we will send out your order slip(s) and marketing materials ready for your fundraiser to begin, completely free of charge! We dispatch order slips within a week

of receiving your order confirmation and delivery address.

3. Email your orders back to us

Once your fundraiser ends, all you need to do is email your orders back to us, using our simple [order spreadsheet](#) to schools@fab-bricks.com.

N.B Some PTAs find it easier to collate orders by asking parents to order through their own [Google form](#). They then download and send the Google sheet to us. Please note, a Google sheet will need to include the same data and follow the same format as our spreadsheet. We will include your specific order instructions on the order slips, please see the example labels above.

4. Delivery

It will take between one to two weeks to produce and deliver your order, we will email you as soon as your order is ready to be dispatched.

The invoice is sent at the same time as your order, no upfront payment is required.

The VAT inclusive invoice will cover the cost of the keyrings at £3.25 each, minus £1 for every keyring ordered, which you keep!

Order slips and postage are FREE of charge.

How long should PTAs leave the order slips with parents for?

We have found that schools tend to get a better response when the scheme is run for 2 weeks. Much longer and the order forms may be forgotten. However, every school is different and you are welcome to run the fundraiser as you see fit. When setting your end date, remember to allow approximately a week to receive your order slips from us.

How long does it take to receive the leaflets?

We dispatch them within a week of receiving your order confirmation and a delivery address. When setting your end date, please allow for approximately a week to receive your order slips from us.

What costs are involved?

Other than the cost of the keyrings, we cover all other costs. We provide and send the order slips, marketing materials and deliver your keyrings completely free of charge!

We ask you to send your orders to us by email, by filling in our simple spreadsheet, which can be downloaded [here](#). This saves you the cost of postage, it prevents your orders from getting lost in the post and it also means that we can process, print and return your keyrings to you as quickly as possible.

Do I send the paper order slips back to you? (not applicable if you have opted for a PDF form)

No, please do not return your orders to us by post. To avoid orders being lost in the post we ask you to fill in our simple order [spreadsheet](#) and email it to us at schools@fab-bricks.com.

How long will we have to wait for our personalised keyrings?

Once we have received your completed order spreadsheet, we will return your keyrings within 1-2 weeks.

Are the keyrings labelled when Fab-Bricks returns them?

YES! We want to make the whole process as simple as possible. To help you sort and distribute them quickly and easily, each order is returned in a grip seal bag labelled with the name and class of the child.

Do you use genuine LEGO® bricks?

YES! All our bricks are brand new and 100% genuine LEGO®!

What happens if there is a mistake on a keyring?

We check everything before we send your order to you, but we are human! If we do happen to make a spelling error, use a different font to the one requested or use the wrong colour brick, then simply email us at schools@fab-bricks.com with the details and we will send a replacement out straight away.

How many characters can be included on a brick?

On a brick keyring, we suggest a maximum of 15 characters, as too many characters can reduce the impact of the font used.

However, if you notice that an order has a couple of extra characters, please don't worry, we will be able to fit the letters in.

This information is also included on the order slips for parents' information.

How do I pay?

Once we have produced your order, we will send you an email to let you know that your keyrings are ready to be dispatched. We will include the invoice at the same time and enclose a hard copy with your order.

You can either send us a cheque, made payable to Fab-Bricks Ltd, to:

Fab-Bricks Ltd, Unit A, The Old Laundry, Ivy Road, Chippenham, Wiltshire SN15 1SB

Or transfer payment to: A/C No: 40007989 Sort Code: 09-01-28

What about VAT?

We are a VAT registered business. Prices are inclusive of VAT and a VAT invoice will be issued.

How do other schools run the fundraiser?

Schools that opt for paper order slips tend to give one to each child, distributing them through classes. They also follow up with parents, sending out information and reminders through school newsletters, social media and PTA and parent chat groups. We have put together a collection of graphics here to help with promoting your fundraiser.

Schools using a PDF order slip follow a similar process to the above, however they send out the order slip electronically to parents, through school newsletters and social media etc.

Sometimes we receive requests to run the fundraiser at school fayres. Although this is a lovely idea, we don't recommend it as it's not as effective as the above methods, partially due to other fayre distractions.

How big are the keyrings?

For our School Fundraiser, we use 2X4 bricks, the bricks are printed on one side and include up to 15 characters.

Can you include emojis on the keyrings?

We can include hearts and stars in the same colour as the text.

For clarity we print black text on to Azure, Orange, Lavender, Pink, Yellow, White and Lime bricks and we print white text on Blue, Black, Purple, Red and Green bricks.

If you have any further questions about our School Fundraiser then please contact us on schools@fab-bricks.com or telephone 01249 249649, we will be very happy to help in any way that we can.