

7 STEPS

1

Look out for an email providing access to your **online portal**.
Extra resources to help with the project can be found at
www.apfs.org.uk/fundraisingresources



2

Once the **artworks have been created** please **stick a unique artwork label onto the reverse** of the child's artwork(s)



3

Send artwork(s) and explanatory APFS leaflet home to families and direct them to www.apfsorders.co.uk where they will be asked to input the code found on the unique artwork label and personalise their orders



4

Families who have placed an order **must return their child's artwork to the organiser or class teacher** on the date agreed by the organiser and APFS



5

Collect all artworks which parents have placed orders from, place them into the class envelope(s) provided and courier bag. Take to **your local DPD drop-off**, locations can be found with the DPD label. Postage is free



6

APFS will scan received artworks and process orders. **Printed items will be dispatched to the school on the date agreed**. Please note we will be unable to print any orders from artworks that have not been paid for online



7

Fundraising will be paid to you directly by BACS after completion of the project. Late or repeat orders will not benefit from fundraising so encourage families to place orders within your school's dates!

Shop Closing Date:

Artwork Submission Date:

Est. Dispatch Date:

We've gone green this Christmas! Your participation in this project is helping us plant more native trees across the UK with the Woodland Trust. Thank you!

FAQs

Do I need to book the courier to collect the artworks?

No, all you need to do is collect artwork(s) from families who have placed an order, pop them into the class envelopes provided and the courier bag, then visit your local DPD drop-off. The scanning label enclosed with the DPD bag will provide a list of drop-off points closest to you.

Can teachers or non-school members take part?

Yes, anyone can take part. Just remember to keep a record and ensure a unique artwork label is stuck on the back of their artwork and sent off with the rest of the artworks. We will then process them with the rest of the school order.

Can more than one artwork be submitted per pupil/teacher?

Yes, of course. If you have enough unique artwork labels stick one onto the back of the reverse of their artwork. If you need more artwork labels we can send you some, *please do not photocopy labels*. Orders can be placed as usual via the online shop. The artwork must then be collected and placed into the envelope provided, along with the rest of the artworks, and sent to APFS for scanning.

Can parents order offline and pay by cash?

No. We only accept orders made via the online shop. For families without internet access, it might be an idea to see if your school could provide access to a school computer during the project period.

Can we submit a school or headteacher order?

Yes, all you need to do is write down the unique artwork codes from the artworks you would like printed. Orders can then be placed in exactly the same way via the online shop: www.apfsorders.co.uk. Remember to keep a note of these orders so that the items don't accidentally all go home with the families order.

How/When do I get my fundraising amount?

Fundraising will be sent directly to the school via BACs within 5 days of shop closure. In order to receive your fundraising you must fill out your fundraising form and send it completed back to us.

Can parents submit late or repeat orders?

Yes, however, the school will not receive any fundraising for late or reorders so it is best to encourage families to order exactly what they want before the shop closes. Late or repeat orders are subject to a posting charge. If we receive an order but do not have an artwork, we will contact them directly asking them to upload this. If we receive an artwork without an order, we will return this to school with the rest of the artworks for you to return to the family.

I have found an error with one of our items, how can I get it replaced?

Please refer to our Terms & Conditions at www.apfsorders.co.uk. Queries should be emailed to info@apfs.org.uk.