

Guidelines For Volunteers

Leader's Name: _____

Name: _____

Phone: _____
(Optional per leader)

Email Address: _____
(Optional per leader)

- Bring something hard to write on (clipboard, or magazine) and an envelope for the checks.
- Please fill out each column on the order form with clear handwriting to prevent delays.
- Checks are made out to 'ReadGive'. No cash. (If cash is received, it is a donation direct to the group, not payment for magazine subscriptions.)
- Encourage supporters to write their phone numbers on the check, and the titles they are buying on the memo line.
- If there is an asterisk (*) next to the title, renewal subscriptions are not available.
- Let your buyers know most subscriptions arrive around 10-12 weeks from the end of the magazine drive.
- Give completed order form and payments to your leader by the 'All Orders Due By' date on the upper-left corner of the brochure at latest.

If you have questions, please first speak with your leader, if unresolved, please contact MagRaise at 877.316.5787 or info@readgive.com, or visit www.magraise.com.