

How to Complete the ArtStamps Express Fundraising Program

Sign Up:

Sign up for the ArtStamps Express fundraising program. Please specify if you would like your students' original artwork to be returned to you for a nominal fee. Please decide whether you would like all items sent in one shipment to one location for FREE.

Welcome Package:

ArtStamps will automatically send you an electronic Welcome Package which includes the following:

- ✔ Welcome e-mail explaining how to get started.
- ✔ Brochure that provides all the information about the ArtStamps programs.
- ✔ A Web link to 'Creative Ways to Fundraise With ArtStamps'.

Begin your Project:

Choose how your school or group will roll out the ArtStamps fundraiser:

- ✔ Students create artwork in class.
- ✔ Parents send in favorite artwork from home.
- ✔ Use personal photographs.
- ✔ Take art from existing project at school.
- ✔ Use lesson plans from our Website.
- ✔ All of the above.



Send in Artwork or Upload to ArtStamps.com:

Please include each student's first and last name on the back of their artwork. Log into our website (www.ArtStamps.com/login.php) and register the number of pieces of artwork being sent. A print out will be provided for you to include with your artwork shipment. Please ship your artwork (with a tracking number reference) to:

ArtStamps
1979 Marcus Avenue
New Hyde Park, NY 11042

Coordinators can also scan and upload any images directly to the ArtStamps website. Coordinators can log into their administrative site at www.ArtStamps.com/login.php to see who registered and purchased products. Revise shipping dates as needed and promote the fundraiser to parents/supporters continuously.

Parents go to ArtStamps.com to View Art and Make Purchases:

You will receive an email within 3-5 business days from ArtStamps confirming that all artwork and photos have been scanned and are ready for viewing on our website. Send a notice to all parents directing them to www.ArtStamps.com to view their student's artwork online and to purchase stamps and other merchandise. Parents can upload additional photos, art or they can search for other student artwork to place in their gallery.

If you selected Free Shipping for a specified time period, inform parents of the free shipping deadline. Orders place after that date will be charged for shipping.

Parents Can Make Purchases All Year Long:

ArtStamps will send emails to all parents who register at www.ArtStamps.com encouraging them to purchase additional products throughout the year.



www.ArtStamps.com

1-877-4 A STAMP

customerservice@ArtStamps.com

