

How to Complete the ArtStamps Original Fundraising Program

Sign Up:

Sign up for the ArtStamps Original fundraising program. Indicate the number of artists participating in the 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 products returned in one shipment to one location for FREE.

Welcome Package

ArtStamps will automatically send you the materials needed to execute your fundraiser, including the following:

- The all-in-one ArtForm®: Includes space for artists to create their masterpiece, information on the ArtStamps program, product descriptions and pricing, and an order form. The number of ArtForms sent is determined by the number of artists indicated during your sign up process.
- Introductory/Best Practices Guide: An introductory brochure to familiarize coordinators with our fundraising program and provide useful tips to maximize your results.
- Promotional Posters
- Order Submission Form to tally your orders and calculate your proceeds.

Begin your project

- Choose how your school or group will roll out the ArtStamps fundraiser. For best results, have students create artwork in class.
- Use our online lesson plans to incorporate your fundraiser in classroom activities.
- Send the ArtForm home with students so family and friends can choose from our assortment of products personalized with their artist's masterpiece.
- Families return completed forms along with payment made out to your organization by the date you specify.



Send in Artwork to ArtStamps

Use one of our convenient methods to submit your completed orders:

- ✔ **Easy Online Submission:** Simply enter your order breakdown into our online submission form and submit it electronically to ArtStamps. Your order total will automatically be calculated. Pay online by credit card or send us a check when you ship us your finished ArtForms.
- ✔ **Mail in Submission:** Just ship us all of your completed ArtForms and we'll tally your order for you! ArtStamps will provide you with a full order breakdown along with your invoice within 5 business days.
- ✔ **Do It Yourself:** If you like numbers, you can calculate and tally your order using our paper submission form which was included with your materials. Mail your order form, all the completed ArtForms and a check payable to ArtStamps.
- ✔ Please ship your artwork (with a tracking number reference) to:

ArtStamps
1979 Marcus Avenue
New Hyde Park, NY 11042

Your Completed Products

Expect to receive completed products within 2-3 weeks from the date ArtStamps receives your ArtForms. If you chose to have all orders shipped to one location for FREE, all orders will arrive individually packaged and clearly labeled. If you selected shipping to each participant directly, all orders will be shipped to the address provided on each artist's order form.

Parents Can Make Purchases All Year Long

Our expanded product line of over 500 customizable items is available for purchase throughout the year at ArtStamps.com! ArtStamps will send emails to all participants encouraging them to purchase additional products throughout the year. Your school or group will receive the proceeds from all purchases for year round fundraising.

