

**Lone Elm Sales, Inc.**  
N9695 Van Dyne Rd.  
Van Dyne, WI 54979  
(920) 688-2338 \* Toll Free (800) 950-8275 \* Fax (920) 688-5233

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## **Pizza Fundraiser Informational Packet**

Thank you for choosing Lone Elm Sales, Inc. when planning your pizza fundraiser. We will be able to provide you with the products necessary to make and wrap pizzas.

Included in this packet, you will find the following information:

- An outline of necessary and suggested steps to take before, during, and after your pizza fundraiser.
- Spreadsheets showing pizza costs as well as an example of profit break-down.
- General Lone Elm Sales, Inc. policies for pizza fundraisers (i.e. returning product for credit).

If, at any time, you have questions, please feel free to contact the staff at Lone Elm Sales, Inc. We hope you have a fun and successful pizza fundraiser!

Lone Elm Sales, Inc. Staff

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## **Steps to Take**

### **Before Your Pizza Fundraiser:**

- 1) If you have not already done so, contact Lone Elm Sales, Inc. as soon as you are sure you will be conducting a pizza fundraiser. At this time, general information is all that is necessary:
  - a) Fundraiser Name and Contact Information
  - b) Estimated number of pizzas to be made (if known)
  - c) Estimated date you will be making the pizzas
- 2) At least **3 weeks** prior to your pizza fundraiser, you will need to contact Lone Elm Sales, Inc. with specific information regarding your fundraiser:
  - a) Actual date you will be making the pizzas
  - b) Delivery location (if you will not be picking up your product at Lone Elm Sales, Inc.)
    - i) Please note that delivery day and time depend upon our truck schedules. When we have your actual make date as well as your delivery location, we will be able to provide you with a delivery date. Delivery time depends upon a driver's route on that particular day. While we are unable to estimate time beyond "morning" or "afternoon", our drivers can call ahead if you so request.
- ii) **Lone Elm Sales, Inc. Policy regarding delivery:**
  - (1) Due to the fact that our deliveries are made with semi trucks and trailers, we are unable to deliver to a residential address.
  - c) Estimated or actual number of pizzas of each variety to be made
- 3) At least **1 week** prior to your delivery date, you will need to contact Lone Elm Sales, Inc. with the actual number of pizzas of each variety you will be making if you have not already done so.
  - a) Please note, if you do not call at least 1 week in advance with your totals, we cannot guarantee that we will have stocked all the products necessary for your pizza fundraiser. Also, we cannot guarantee to have the stock if you attempt to

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add to your order after this time frame. No additions to your order will be accepted if it is already within 4 days of your delivery date.

**During Your Pizza Fundraiser:**

- 1) At this point, you and your volunteers will be making your pizzas. On the next page you will find suggestions on how to build the pizzas as well as how much of each ingredient should be used.
  - a) Please note, if you will be using more of any ingredient than suggested, you must tell us at least 1 week prior to your fundraiser. We supply you based upon these instructions and are not open on weekends for you to pick up additional product.
  - b) Lone Elm Sales does provide rental sealers, scales, and deli-wrappers for your convenience. Each individual machine will be charged a \$100 deposit that will be credited to your fundraiser account if the machine is returned in the condition in which it was loaned.

**i) Lone Elm Sales, Inc. Policy regarding equipment rental:**

- (1) Any fundraiser that does not purchase all of their supplies from Lone Elm Sales, Inc. will be charged a rental fee of \$25 per item for the use of any sealers, deli-wrappers, or scales.

**After Your Pizza Fundraiser:**

- 1) Once you have finished your pizza fundraiser, you should determine if you have any product or equipment to be returned to Lone Elm Sales, Inc. for credit. It is the responsibility of the fundraiser to contact Lone Elm Sales, Inc. regarding returns promptly so that a pick-up date (or drop-off date if you will not be having us deliver your product) can be arranged.
  - a) **Lone Elm Sales, Inc. Policies regarding returns:**
    - i) Any sausage, onions, or peppers (red or green) must be kept frozen in order to receive credit. All other food items must be kept refrigerated; if not, credit will be given at our discretion.
    - ii) No open bags or cans will be accepted for credit.
    - iii) Any product must be returned in its original box in order to receive credit.

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**Suggested Amount of Ingredients**

Type	Sauce	Cheese	Sausage	Pepperoni	Mushrooms	Onions/ Peppers	Black Olives
Cheese	5 oz.	10 oz.					
Sausage	5 oz.	8 oz.	4 oz.				
Pepperoni	5 oz.	8 oz.		2 oz.			
Sausage & Pepperoni	5 oz.	8 oz.	2 oz.	1 oz.			
Sausage & Mushroom	5 oz.	8 oz.	4 oz.		$\frac{1}{2}$ cup		
Pepperoni & Mushroom	5 oz.	8 oz.		2 oz.	$\frac{1}{2}$ cup		
Supreme	5 oz.	8 oz.	2 oz.	1 oz.	$\frac{1}{4}$ cup	1-2 oz. each	$\frac{1}{4}$ cup

**Pizza Building Suggestions**

- 1) You should begin by taking the crusts out of the box, placing them on individual cardboard circles, and stacking them together. This is especially important if you are using TNT *Pizzeria Tin* crusts so they will have the opportunity to flatten.
- 2) Spread 5 oz. of sauce evenly on the crust with a large spoon or spatula. A *bag* of sauce should cover about 25 pizzas while a *can* should cover about 20 pizzas.
  - a) If you are using Pastorelli Pizza Sauce, it is an option to mix each can with 1/8 cup of pizza topper prior to use (for added flavor).
- 3) Measure out the cheese and spread that evenly on top of the sauce. You may also use a 16 oz. container (i.e. cottage cheese or sour cream) to measure the cheese as long as you do not pack the cheese into the container.

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- 4) Add any additional toppings. Please note that we suggest you half every topping if you are making any type of combination pizza.
  - a) Sausage: a 6 oz. Styrofoam coffee cup works well as a measure
  - b) Pepperoni: 18-20 slices will weigh about 2 oz.
  - c) Canadian Bacon: use 7 slices per pizza
  - d) Green/Red Peppers and Onions: use 2 oz. per pizza
  - e) Black Olives and Mushrooms: drain the cans and use  $\frac{1}{2}$  cup per pizza without packing either into the measuring cup
- 5) Wrap your finished pizzas by tearing off about 2 ft. of wrap, placing it over the top of the pizza, and tucking the excess underneath the circle. Give the pizza a  $\frac{1}{4}$  turn and repeat. Seal the wrap by placing it on a sealer (or hot griddle) for 5-10 seconds.

Thank you for considering Lone Elm Sales Inc. for your pizza fundraiser needs. If you have any questions, feel free to contact us. We look forward to working with you.