

## Quality Time Games Sponsor Responsibility Checklist

Thank you for sponsoring a QualityTimeGames (QTG) fundraiser. Below is a list of both your organization's and QTG's responsibilities.

Name of school ?  
 Street Address ?  
 State, City Zip Code ?

Sponsor Phone ?  
 Sponsor Evening Phone ?  
 sponsor email address ?

Number of Catalogs - ?

- \_\_\_\_\_ 1. Organization Sponsor counts received catalogs to see if there are enough for family members, friends, neighbors, and coworkers. Request more if needed.
- \_\_\_\_\_ 2. Sponsor writes on back of catalogs the date orders are to be returned on the **“Return to Teacher by”** line of the order form. QTG recommends 7-14 days after distribution. See picture on the right for the location of this line. Arizona sponsors write **7.8%** in **“Applicable Sales Tax”** line.
- \_\_\_\_\_ 3. Sponsor, 7-14 days later, collects order forms and payment **(Including Tax !)**.
- \_\_\_\_\_ 4. Sponsor totals all orders and verifies correct payment on the attached **Order Summary Sheet**. Sponsor keeps individual order forms as reference for distribution after QTG delivery.
- \_\_\_\_\_ 5. Sponsor determines the **20% Organization's Profit Share** on the **Order Summary Sheet**. Do not separate the share; it will be mailed back as a QTG check with your order.

- \_\_\_\_\_ 6. OPTIONAL: Consider spending all or portion of profit share on QTG games with a **15% bonus**. (For example, \$1,000 in orders is collected providing \$200 in profit share. You could spend \$100 + a \$15 bonus on QTG games for a final profit share of \$100. Indicate profit share orders on the same order sheet as 'game order/profit share' and 'game price/share price'. For example, '2/1' and '\$28/\$14' indicates 2 games bought by participants and 1 game bought with profit share).
- \_\_\_\_\_ 7. Before mailing, the sponsor **faxes Order Summary Sheet** to QTG as soon as all orders are totaled:  
**Fax: (480) 396-3628**
- \_\_\_\_\_ 8. Sponsor mails **Total \$ Amount** and **Order Summary Sheet** to address below. QTG will accept any number of personal checks but cash should not be sent in the mail. For families paying in cash, QTG prefers the organization to write a total check or secure a money order. Mail to:

**Quality Time Games**  
**1959 S. Power Road, Suite 103-183**  
**Mesa, AZ 85206-4398**

#	Game Title	Qty	Price	Total	Game Title	Qty	Price	Total
1	American Art Prints		\$25		35	Little Hands Card Holder		\$4
2	Apples to Apples Junior		\$25		36	Lost Cities		\$23
3	Apples to Apples Kids		\$17		37	Murk Animals		\$22
4	Apples to Apples Fly Box		\$30		38	Murder Sheep		\$20
5	Ball of Whooles		\$30		39	No Stress Chess		\$17
6	Bello Sans Award Lights		\$3		40	Numbers League		\$20
7	Bello Sans North Lights		\$2		41	Old Dominion		\$11
8	Bello Sans Texas Lights		\$2		42	Old Munny		\$13
9	Blank		\$6		43	Pathago		\$25
10	Blatnik		\$30		44	Pinocchio, the Game		\$40
11	Blatnik Trigon		\$30		45	Play Foam		\$10
12	Buy It Right!		\$22		46	Pokémon TCG Booster Pack		\$3.99
13	Can-De-Do		\$20		47	Pokémon TCG Trainer Kit		\$13
14	Concessionaire		\$25		48	Power Sharks		\$30
15	Chicken Cha Cha Cha		\$40		49	Prisonard Soap		\$50
16	Circus Baseball		\$30		50	Questionary		\$30
17	Clear the Card Game		\$13		51	Quiddler		\$12
18	Conquest of Pangea		\$40		52	Reading Roadway USA		\$22
19	Dragonology: the Game		\$40		53	Reading Road: Home Base		\$30
20	Eco Flux		\$14		54	Runes		\$30
21	Feed the Kitty		\$12		55	Sworded States: America		\$14
22	Glass		\$25		56	Set		\$12
23	Go mental		\$30		57	Settlers of Catan		\$38
24	Go mental FUNdamental		\$25		58	Shut the Box One to		\$20
25	Goblin		\$30		59	Siege Stones		\$25
26	Green Alligators: Rings		\$10		60	Star Wars Mini: Starter Set		\$15
27	Gulu Gulu		\$40		61	Story Tellers		\$25
28	Hare and Tortoise		\$28		62	Take Stack		\$15
29	Hey! That's My Fight!		\$25		63	Take Your Best Shot		\$25
30	If Witches Were Fishes		\$25		64	Team America		\$28
31	Impressionist Art Game		\$28		65	Tears		\$25
32	Die Pucke		\$15		66	You've Been Served!		\$25
33	TalherZur		\$30		67	Zig Zag		\$20
34	Leeds and Clark		\$30		68	Zig Zag		\$20

Name: \_\_\_\_\_ Total Quantity: \_\_\_\_\_

Subtotal \$ Amount Due: \_\_\_\_\_

Return by: \_\_\_\_\_ Applicable Sales Tax: \_\_\_\_\_

THANK YOU FOR YOUR ORDER! Subtotal \$ Amount + Any Sales Tax = Total \$ Amount Due: \_\_\_\_\_

- \_\_\_\_\_ 9. If Orders total less than \$1000, QTG charges Organization \$100 minimum fee for event.
  - \_\_\_\_\_ 10. QTG processes and delivers Organization orders and Organization profit share in 2-4 weeks after receiving mailed funds. QTG pays shipping cost to you if at least \$300 in games is ordered. Otherwise, exact shipping cost will be deducted from the Organization's Profit Share.
  - \_\_\_\_\_ 11. Organization receives QTG game delivery and determines accuracy. Contact QTG immediately if there are any discrepancies so that QTG can remedy the situation immediately.
  - \_\_\_\_\_ 12. Sponsor separates, collates, and distributes orders to individuals who placed orders.
- Please do not hesitate to contact us with any questions and requests that you may have.

Email: [qualitytimegames@cox.net](mailto:qualitytimegames@cox.net)  
 Signatures: \_\_\_\_\_

Phone: (480) 882-8713

[www.qualitytimegames.com](http://www.qualitytimegames.com)

Sponsor \_\_\_\_\_

QTG Rep \_\_\_\_\_

