



PEPPERONI ROLL FUNDRAISER

ADMIN INFO GUIDE

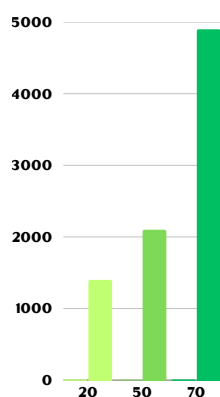
LET'S RAISE SOME DOUGH



Overview:

- RAISE MONEY EASILY WITH KAY JACK PIZZA'S HANDMADE 16" PEPPERONI ROLLS
- BAKED FRESH, SEALED, AND SOLD FROZEN FOR EASY STORAGE
- DIGITAL MARKETING PROVIDED
 - (FLYERS & SOCIAL MEDIA CONTENT)
- NO MINIMUMS = NO RISK

Profit Examples: \$7 per roll



Small Group
20 members sell 10 rolls each

\$1,400

Medium Group
50 members sell 6 rolls each

\$2,100

Large Group
70 members sell 10 rolls each

\$4,900



Madison: 440-307-4021

Perry: 440-375-0755



bill@kayjack.com

Product Details

- 16" PEPPERONI ROLL (NO CHEESE)
- PACKAGING: SEALED BAG W/ QR CODE REHEATING INFO / VIDEO
- STORAGE: SOLD FROZEN; 7 DAYS REFRIGERATED OR 6 MONTHS FROZEN

Why Choose Us?

- LOCALLY MADE FROM SCRATCH WITH PREMIUM INGREDIENTS
- SIMPLE TO RUN WITH PROVIDED ONLINE ORDERING SITE & ORDER FORMS
- HIGH PROFITS: EARN \$7 PER ROLL (50%)



Pepperoni Roll Fundraiser Overview

Powered by Kay Jack Pizza — Locally Made. Community Focused.

Hello!

Thank you for your interest in partnering with Kay Jack Pizza for your next fundraising event. Our Pepperoni Roll Fundraiser is designed to make raising money simple, efficient, and profitable for schools, sports teams, clubs, and community organizations of all sizes.

Each 16" pepperoni roll is handmade by our team at Kay Jack Pizza using scratch-made dough and premium ingredients. Rolls are baked fresh, frozen, and sealed for storage and transport.

Every fundraiser is co-branded with your organization's name — for example, "**Madison Band Boosters Pepperoni Roll Fundraiser — Powered by Kay Jack Pizza**" — helping to strengthen your community visibility while supporting your financial goals.

Kay Jack Pizza offers an online ordering site for each fundraiser. While you are welcome to take cash payments, we find online ordering increases the sales potential for your fundraiser. All credit card fees through Kay Jack Pizza's online site are absorbed by Kay Jack Pizza. Your group would cover any fees by other 3rd party payment processors, i.e., PayPal or Venmo.

Why Choose Kay Jack Pizza

- Locally made — each roll is handmade with scratch dough and high-quality ingredients in Madison Ohio.
- Simple to run — online ordering makes it easy for groups to sell.
- High profit margins — You earn \$7 per roll sold. This means your group keeps 50% of sales revenue.
- No upfront cost or commitment — No risk to your group, means less stress.
- Limited-time availability builds excitement and stronger participation.

Product Details

- Product: 16" Pepperoni Roll, un-cut.
- Ingredients: House-made dough, sliced pepperoni, butter, seasoning (no cheese).
- Packaging: Individually sealed bags with ingredients and QR code for reheating instructions.
- Storage: Sold frozen; thaw before reheating.
- Shelf Life: Up to 7 days refrigerated or 6 months frozen.
- **Allergen Info: Contains wheat, soy, and dairy.**

Pricing

- Sale Price: \$14 per roll
- Organization Profit: \$7 per roll (50% of each sale).
- There are no hidden fees or charges from Kay Jack Pizza. All credit card fees through Kay Jack Pizza's online site are absorbed by Kay Jack Pizza.
- Your group would cover any fees by other 3rd party payment processors, i.e., PayPal or Venmo.

Earnings Examples

Small Group, High Participation:

20 members average 10 sold pepperoni rolls each, your group generates \$2,800 in sales, **making \$1,400 in profit.**

Medium Group, Medium Participation:

50 members average 6 sold pepperoni rolls each, your group generates \$4,200 in sales, **making \$2,100 in profit.**

Large Group, High Participation:

70 members average 10 sold pepperoni rolls each, your group generates \$9,800 in sales, **making \$4,900 in profit.**

Your Full Process at a Glance:

Our **Checklist & Timeline** form is attached. Below is a quick overview of the process:

- ☐ Schedule Your Fundraiser
- ☐ Complete **Setup Form**
- ☐ Promote With Provided Materials
- ☐ Collect Any Offline Orders (**Cash Order Form**)
- ☐ Submit Offline Order Totals (**Offline Order Totals Form**), and Offline Order Payments to Kay Jack Pizza.
- ☐ Distribute Frozen Rolls

Order Collection, Payments & Distribution:

- Paper forms (**Cash Order Form**) are provided for orders taken outside of Kay Jack Pizza's online ordering site. All orders taken outside of the online ordering site need to be submitted to Kay Jack Pizza on, or before, a predetermined scheduled date (**Offline Order Totals Form**).
- Distribution to customers will be handled by your organization. Rolls will be delivered in bulk, or picked up at the Madison Kay Jack Pizza, on a predetermined scheduled date (**Setup Form**).
- Payment to Kay Jack Pizza for orders taken outside of Kay Jack Pizza's online ordering site are due on a predetermined scheduled date (**Setup Form**).
- Payment to your group will be submitted via check on the scheduled delivery date.
- Note: Any Order taken outside of Kay Jack Pizza's online ordering site is considered an "Offline Order". Your cost for any roll sold offline, outside of Kay Jack's online ordering site, cost your group \$7.

Distribution Tools:

- Kay Jack Pizza will email a master order list to the group administrator. This list will include all rolls sold along with customer contact information.
- Kay Jack Pizza will also provide printed individual distribution lists with the delivered rolls. These lists are broken down by seller and will detail the number of rolls each customer purchased from that seller, along with purchasers contact information.

Marketing / Sales Toolkit

- Printable flyers branded with your organization name and a QR code to direct customers to the online ordering site.
- Social media templates branded with your organization's name.
- Printable sales order forms.

Forms:

The four forms below are at the end of this PDF. These forms are great tools to keep us on track and make the fundraiser run smoothly.

- Checklist & Timeline Form
- Setup Form
- Cash Order Form
- Offline Order Totals Form
- Delivery / Collection Form

Frequently Asked Questions

Q: Are the rolls fully baked?

A: Yes, just thaw, reheat, and enjoy.

Q: How should the rolls be stored?

A: Keep frozen until use. Thaw under refrigeration overnight, or at room temperature for 2-3 hours.

Q: Can they be refrozen?

A: Yes, as long as they remain sealed. Once the rolls are opened we do not recommend refreezing.

Q: How much time should we plan?

A: Allow about 6–7 weeks total from signup to delivery.

Q: Are Credit Card Fees deducted from my group's \$7 profit per roll sold?

A: No, Kay Jack Pizza covers all credit card fees from the provided online ordering site. Your group would cover any fees by other 3rd party payment processors, ie PayPal, or Venmo. Each Roll sold outside of Kay Jack's online site cost your group \$7.

Q: Can customers pick up their roll at Kay Jack Pizza?

A: No, we cannot distribute the rolls to your customer from our Pizza Shop(s).

Contact info:

Contact: Bill Hoon

Email: bill@kayjack.com

Kay Jack Pizza

Madison: 440-307-4021 / Perry: 440-375-0755

Fundraiser Checklist & Timeline

Before You Begin

- ☐ Choose your fundraiser dates (sales window + delivery date + distribution info)
- ☐ Contact Bill at Kay Jack Pizza to reserve your spot and discuss the program
- ☐ Complete the Fundraiser Setup Form so your online ordering site can be built

Week-by-Week Timeline

Week 1 – Setup (Kay Jack Pizza sets up your online ordering site)

- ☐ Finalize fundraiser schedule
- ☐ Confirm pickup/distribution date
- ☐ Make any adjustments needed to the Fundraiser Setup Form

Week 2 – Review Marketing, Pre Sales Window

- ☐ Print and distribute Cash Order Forms used for order outside of the online site
- ☐ Share reviewed digital marketing materials (flyers, social graphics, etc.)
- ☐ Begin promoting to families and community

Weeks 3–4 – Active Selling Window

- ☐ Sellers share the online ordering link
- ☐ Track any cash/check orders using Cash Order Forms
- ☐ Continue pushing marketing reminders

Week 5 – Wrap-Up

- ☐ Close the sales window
- ☐ Compile paper-form totals (total **Cash Order Forms**)
- ☐ Submit Offline Order Totals Form and payment for **all non-online orders** to Kay Jack Pizza

Weeks 6–7 – Production & Distribution

- ☐ Kay Jack Pizza produces your order
- ☐ Receive your rolls as determined on the Fundraiser Setup Form
- ☐ Distribute rolls to buyers
 - All rolls leave Kay Jack Pizza **frozen** | • Store and distribute at **≤41°F**
- ☐ (For large groups) Confirm if additional pickup days are needed

Kay Jack Pizza – Fundraiser Setup Form

All information must be submitted before your fundraiser schedule can be finalized.

Organization Information

- **Group Name:** _____
- **Sales Start Date:** _____
- **Sales Close Date:** _____
- **Delivery Date:** _____
- **Delivery Location & Time:** _____

Required Items for Online Ordering: (Please email the following information to bill@kayjack.com)

1. Full List of Sellers

- Email **first and last names** for every participant to bill@kayjack.com. (This ensures accurate credit for each seller.)

2. Group Logo

- Email a **high-resolution PNG or JPEG**. to bill@kayjack.com. If unavailable, we can proceed without one.

3. Distribution Details

- Date, time range, and location.
- Message for web orders:
 - i. Example: *Your student will deliver your Pepperoni Roll after XX/XX/XXXX.*

Main Contact:

- **Primary Contact Name & Role:** _____
- **Primary Contact Email:** _____
- **Primary Contact Phone:** _____

Cash Order Form

Powered by Kay Jack Pizza — Locally Made. Community Focused.

-This form is for sellers to track any sales outside of Kay Jack Pizza's online ordering site-

	Customer Name	Customer Phone #	Quantity of Rolls	Amount Due	Amount Collected	Distribution Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Submitted By:	Total Customers	Total Rolls Sold	Total Amount Due	Total Amount Collected	Amount Submitted to Admin	Balance Due

Admin Name:

Date Received:

Offline Order Totals Form

Powered by Kay Jack Pizza — Locally Made. Community Focused.

-This form is returned to Kay Jack Pizza at the close of the sales window so offline orders can be produced-

Complete and submit this form by:

Event Details:

Group Name:

Group Contact Info:

Fundraiser End Date

Offline Orders

Total Rolls Sold Offline:

(Total Rolls Sold X \$12) Total Cost:

Payment Due Date

Payment Method

-For Kay Jack Pizza to fill out-

Kay Jack Payment Info:

Amount Collected:

Balance Due:

Delivery Date

Delivery Time

Delivery Location

Online Sales Due to Group

Notes: