



**SOUTHERN
CALIFORNIA**
NEWS GROUP

Community Partnerships

FUNDRAISING PROGRAM GUIDELINES

Thank you for participating in our Community Partnership program!

Send in the completed subscription forms and Master Turn-In Sheet with the payments by the due date specified at the bottom of this form. If you have questions or need an extension on your campaign deadline date, contact Sherry Tate at state@scng.com.

ALL ORDERS WILL BE VERIFIED

- Payments by check or personal credit card only - no cash payments allowed. Money orders, cashier checks, gift and prepaid credit cards are not accepted.
- Due to newspaper industry regulations, sales found to be acquired by promoting the commission will be rejected.
- Subscriber must sign the form themselves in order to verify the subscriber placed and paid for the order.
- Subscriber must provide valid phone number for verification purposes. Orders with disconnected or missing phone numbers will be rejected.
- Offer available to non-subscribers only, (must not have been a subscriber in the past thirty days) unless you currently have a fundraising subscription expiring within the next 90 days. If so, your fundraising subscription can be renewed at the current rate.
- Limit 3 subscriptions per household.
- May not solicit subscriptions at retail outlets.
- Must live in designated delivery area. (See enclosed zip code list); we do not deliver to PO Boxes.
- Customer must pay for the subscription and give their money to the organization; a third party may NOT pay. Gift subscriptions are not allowed.
- Must use our approved order form. Copies may be submitted if they are not modified. Must be 2-sided to include all terms and conditions.
- Cannot promote this special offer on any social networking websites, including Facebook, Craigslist and/or Twitter.
- For delivery issues, please contact our Customer Service Department directly at 714-796-7777.



Your organization's deadline date: _____

Los Angeles Daily News ■ The Orange County Register ■ Press-Telegram (Long Beach) ■ Daily Breeze (Torrance) ■ The Press-Enterprise
Pasadena Star-News ■ San Gabriel Valley Tribune ■ Whittier Daily News ■ Inland Valley Daily Bulletin ■ The Sun (San Bernardino) ■ The Facts (Redlands)



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FREQUENTLY ASKED QUESTIONS

1 CAN OUR ORGANIZATION COMMUNICATE TO PEOPLE WHAT WE WILL BE PAID FOR THE SUBSCRIPTIONS?

No, schools and organizations may not tell a potential subscriber the amount of the commission.

2 DOES THE SUBSCRIBER NEED TO COMPLETE THE FORM?

Yes, each subscriber must complete and sign the entire form in order for us to verify the subscriber placed and paid for the order themselves. All orders will be verified.

3 HOW DO WE COLLECT MONEY?

Each subscriber must pay for their own subscription – gift subscriptions are not allowed. **Check or credit card payments only.** All checks should be made payable to the newspaper and stapled to the order form. **The name on the check or credit card must match the name on the subscription order form.** Cash, money orders, cashier checks, gift or prepaid credit cards are not allowed.

4 WILL MY ORGANIZATION BE PAID FOR ALL OF THE ORDERS SUBMITTED?

Your organization will be paid a \$15 commission for orders that meet our program guidelines. **If a subscriber orders more than one subscription (maximum 3 per household), you will earn \$15 for the first copy, \$10 for the second copy and \$5 for the third copy.**

5 WHAT HAPPENS TO THE MONEY FROM REJECTED ORDERS?

Payments are not processed on rejected orders.

6 IS THERE A MINIMUM OR MAXIMUM NUMBER OF SUBSCRIPTIONS WE NEED TO SUBMIT?

There is no minimum or maximum number of orders to submit.

7 WHEN WILL NEWSPAPER DELIVERY START?

Subscribers can expect newspaper delivery to begin 2-3 weeks from when the forms are submitted to us. Phone verification of the order and delivery will commence approximately 11 days after delivery starts.

8 WHEN WILL MY ORGANIZATION RECEIVE THEIR CHECK?

The check should arrive approximately 30 - 45 days from when the subscriptions were started.

9 I WANT TO PROMOTE THIS PROGRAM ON MY SOCIAL MEDIA SITES; IS THIS ALLOWED?

No, there is no promotion on social media sites such as Facebook, Craigslist, Twitter or others. However, you may promote your campaign on your organization's website/homepage but you may not mention the commission.

10 CAN OUR ORGANIZATION MAKE COPIES OF THE FLYERS?

Yes, copies are acceptable but may not be modified. Must be 2-sided to include all terms and conditions.

11 CAN THE NEW FORMS BE USED TO RENEW THE PREVIOUS YEAR'S SUBSCRIPTIONS?

Offer available to non-subscribers only. (Must not have been a subscriber in the past thirty days) unless you currently have a fundraising subscription. If so, your fundraising subscription can be renewed at the fundraising rate, if it is expiring within 90 days.

12 CAN A MINOR CHILD COMPLETE THE FORM AND SUBSCRIBE ON BEHALF OF THE HOUSEHOLD?

No, The order form must be completed and paid for by an adult over the age of 21.

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