

SALES AND DONATIONS

FOR FUNDRAISING TEAMS AND KONSTELLA ADMINISTRATORS

The Sales Sheet allows organizations to sell items such as t-shirts and tickets, while the Donation Sheet supports one-time and recurring donations and allows donors to set the amount they donate.

Parents can make credit card payments directly from their Konstella website and the mobile apps. Money is deposited to your organization's Stripe account. Konstella does not charge any percentage. [Stripe charges a percentage](#) similar to PayPal's.

These features were only available under the Konstella Premium Plan.

Who Can Create Sales & Donation Sheets?

Konstella Administrators and users who are given the privilege can create Sales & Donation Sheets. Admins can assign users the privilege on the [Manage School -> Privileges](#) page.

How to Create Sales & Donation Sheets?

Just like creating an Announcement/Event, simply click the orange CREATE button in the top right corner. Choose Sales/Donations.

How to Setup a Stripe Account and Link to Konstella?

Your organization needs to set up a Stripe account so that money can be deposited into your account immediately after the purchases. You need to be a Konstella Administrator or someone who's given the privilege to create Sales and Donation Sheet. The first time you create a Sales/Donation Sheet on Konstella, Konstella will guide you to create a Stripe account. If you already have a Stripe account you can simply log into Stripe when Konstella directs you to the page to create a Stripe account.

Make Payments

- [Do users need Stripe accounts to make payments?](#)

No. Only your organization needs a Stripe account. Users can pay by credit card on the Konstella app. No knowledge of Stripe is needed. Users pay on Konstella. The money is deposited directly to your Stripe account immediately.

- **Can users pay by credit/debit cards?**

Yes, users can make credit/debit card payments from the Konstella mobile apps and the website.

- **Can users pay by cash, check, PayPal, Square?**

Yes, if a user paid offline or via PayPal/Square, the organizers can "Mark Paid" for the user.

- **As an organizer, can I "mark paid" for a non-Konstella user?**

Yes. Click "mark paid for others". Type in his/her name. Click "select".

- **Can the price of an item be flexible?**

The Donation Sheet allows users to define how much they'd like to donate.

The Sales Sheet allows the organizers to set the prices of the items to be "fixed", "free", or "buyer-defined".

- **Will users receive receipts for their purchases?**

Yes, whenever a user makes a purchase, a receipt will be made and emailed to him. He can also download the receipt from [Your Orders](#) page.

- **Do the receipts include your organization's Tax ID so that parents can use it for tax deductions?**

If your Konstella Administrator has added the Tax ID to the [Manage School -> Settings](#) page, all of your buyers' receipts will include the Tax ID automatically.

- **Can the receipts be used for corporate matching?**

Yes. The receipts are properly formatted for corporate matching. The organizers can add notes to the receipts to make them comply with any corporate matching rules.

- **Can non-Konstella users (e.g. neighbors, neighborhood high school students, grandparents) make purchases or donate?**

Yes. Both the Sales Sheet and the Donate Sheet offer "public URLs" that allow people not in your community to donate or make purchases.

Donation Specifics

- **What payment types are supported?**

Like the Sales Sheet, parents can pay by credit card on Konstella. If parents choose to pay by check or cash, the organizers can always mark the Donation Sheet. When

paying by credit card, parents can always choose one-time or monthly recurring payments and specify the # of months.

- [Can non-Konstella users donate? What types of payments do Donations allow?](#)
Yes. For every Donation Sheet, Konstella generates a Public URL. Users who are NOT registered at Konstella, such as grandparents, can donate via the Public URL. Unlike Konstella users, for security reasons, the donors cannot select who they are sponsoring. However, they can mention that in the Notes section. The organizers can select for the students for them based on the notes provided.
- [Can I organize classroom competitions for Donations?](#)
Yes, Konstella aggregates donation \$s by classroom.
- [What Konstella features can help increase donation participation?](#)
If you're running a direct donation, you might want to ask teachers or room parents to send out several reminders about the donation. Parents know their teachers and room parents. It can help increase your donation participation significantly. Konstella Admins can use the **"Manage -> View Group"** feature to make sure a notice is sent by room parents in every room.

Learn Sales & Donations

- [Can you walk me through the steps of running Sales & Donations and share some best practices?](#)
Please check out the [Fundraising With Konstella](#) video on our training page.

Manage Sales & Donations

- [Can I collect money for my classrooms and committee?](#)
Yes, just like Events and Sign-Ups, you can create Sales & Donations for any groups. However, all the transactions get deposited directly into your parent organization's Stripe account. You cannot link multiple Stripe accounts to Konstella.
- [Can organizers download reports of Sales/Donation Sheets as spreadsheets?](#)
Yes. On the Sales/Donation Sheet page, click the orange Actions button in the top right corner. Choose Download. The report has all the transactions with the details such as purchaser's classroom, amount, stripe fee, etc.
- [Where can I see bounced transactions and rejected cards?](#)
You can find all transactions, succeeded and rejected, from your Stripe account.

- [How do I refund an order?](#)

Since the transactions go directly to your Stripe account, Konstella cannot issue a refund. You can issue a refund from your Stripe account and remove the transaction on your Konstella Sales/Donation Sheet.

- [Can Admins and organizers customize receipts?](#)

Yes. School-wide values, such as Tax ID and name of your organization can be set on [Manage School->Settings](#) page. Organizers can add a “Note to Include in Receipts” for every Sales and Donations.

Cost

If you're subscribed to the Konstella Premium Plan, Konstella does not charge any fee for transactions. Stripe does. For non-profit organizations, Stripe charges about 2.2%+30c for each transaction. Please reference Stripe's website for accurate information as Konstella is not affiliated with Stripe and is not informed of Stripe price changes. Please also make sure that you submit your non-profit status to Stripe so that you qualify for non-profit pricing.

Other Fundraising Resources

- Sales & Donations Training Video: [Fundraising With Konstella](#)
- Other Fundraising Documents: [Business Listings](#)