



PHONE 780-305-6310 EMAIL smayb50@gmail.com VISIT US ONLINE www.potsnpansies.ca

FALL FUNDRAISING PACKAGE

Thank you for choosing Pots'n'Pansies for your fundraiser!

Please follow the ordering guidelines below, and if you have any questions call Shelley at 780-305-6310.

1. SET YOUR PRICE

We charge your organization a low, flat rate for each item, so that you can set your fundraiser price at whatever level you want, and keep the difference as profit.

The suggested retail prices below can be used as a guideline. For your convenience, all of our prices include GST.

YOUR COSTS (2019 SEASON)

- SASSY SUCCULENTS - - - **\$9** (Suggested retail - \$15)
- COMBO SUCCULENT - - **\$15** (Suggested retail - \$20-25)

2. SET YOUR DEADLINE

All orders must be submitted to the greenhouse by October 15, please set your deadline early enough to allow yourself time to collect all participant forms, fill in the order summary and place your order.

3. FILL IN YOUR FUNDRAISER INFORMATION

On page 3 (Fundraiser Catalog) fill in your fundraiser information, pick-up/delivery information, and the prices you have set.

On page 5 (Customer Order Form) fill in the prices you have set in the "Prices" column, and write in the pick-up/delivery arrangements you have made for your customers at the bottom.

4. DISTRIBUTE THE MATERIALS

- Keep one copy of the Organizer Order Summary (page 2) for yourself.
- Each participant should receive:
 - 1 copy of the Fundraiser Catalog (page 3)
 - 1 copy of the Fundraiser Participant Summary (page 4)
 - Multiple copies of the Customer Order Form (page 5) - 1 form for each customer

5. CONDUCT YOUR FUNDRAISER

Each Fundraiser participant should fill out a customer order form for each customer, and fill in the number of pots and payment received on the Participant's Summary (1 row per customer). The customer keeps their Customer Order Form as proof of purchase.

6. COLLECT THE FORMS

As each Fundraiser Participant submits their order form, fill in the Organizer's Order Summary. Keep the Participant Summary Forms for your records (you will need these when you have your customer pick-up/delivery date).

7. SUBMIT YOUR ORDER

Make a copy of your Organizer Summary and submit it, along with your payment due. There are two options for submitting your order:

IN PERSON - Call Shelley at 780-305-6310 to make arrangements. Payment is due at time of order.

BY EMAIL - You can scan and email your order to smayb50@gmail.com. Payment can be made by e-transfer to smayb50@gmail.com.

ORDERS MUST BE RECEIVED BY OCTOBER 15.

8. PICK-UP & DELIVERY

Completed pots will be available for pick-up at Pots 'n' Pansies Greenhouses and Garden Center. Contact us to confirm the date for pick-up. *Delivery can be arranged, please contact us for more info.*

ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

CALCULATE PAYMENT DUE

TOTAL AMOUNT DUE |

PAYMENT IS DUE IN FULL UPON RECEIPT OF ORDER.

Call Shelley at 780-305-6310 to make arrangements to drop off your order. Or send by email - smayb50@gmail.com. E-transfers also accepted.

NOTE: THE TOTAL AMOUNT DUE (LEFT) IS THE TOTAL OWING TO POTS N' PANSIES. THE DIFFERENCE BETWEEN THIS AND THE AMOUNT COLLECTED (ABOVE) IS YOUR PROFIT.

FUNDRAISER ORGANIZER: FILL OUT YOUR FUNDRAISER INFO AND SALE PRICES ON THE FORM BELOW. EACH FUNDRAISER PARTICIPANT SHOULD GET ONE COPY OF THIS PAGE.

SUCCULENT FUNDRAISER CATALOG

ORGANIZATION: _____ WE ARE RAISING MONEY FOR: _____

ORDER DEADLINE: _____ ORDER PICK-UP DATE: _____ PICK-UP LOCATION: _____

SASSY SUCCULENTS

PRICE: _____

These small Succulent Pots feature cute sayings. Your customers can select from the designs shown below. Please use the associated letters to indicate which saying you would like.

Each pot will contain one succulent.



CHOOSE FROM THE FOLLOWING DESIGNS:

- | | | | |
|-----------------------------------|--------------------------|------------------------------------|---------------------------------------|
| A Ah, ha, ha, ha
staying alive | B Plant one
on me | C I'm a succa
for plants | D Every family blooms
with love |
| E GROW
dammit | F I'm rooting
for you | G I be leaf
in you | H I think I'll just
be happy today |
| I Aloe can
you go | J I will
survive | K Watch me grow | L Crazy plant lady |
| M This is
probably
pot | N GROW
BABY
GROW | O Ah, ha, ha, ha,
staying alive | P You grow girl |

SUCCULENT COMBOS

PRICE: _____

Succulent Combos are larger containers with multiple different succulent varieties. Container types and succulents will vary.



POTS AND VARIETIES MAY NOT BE EXACTLY AS SHOWN. SORRY, NO CHOICE OF COLORS.

NAME _____ ORGANIZATION _____

[illegible]

FUNDRAISER ORGANIZER: FILL IN YOUR FUNDRAISER PRICES AND PICK-UP/ DELIVERY INFO ON THE FORM BELOW AND MAKE MULTIPLE COPIES FOR EACH FUNDRAISER PARTICIPANT.

COMPLETE ONE FORM FOR EACH CUSTOMER. THE CUSTOMER KEEPS THIS FORM.

CUSTOMER ORDER FORM

SOLD BY _____

PURCHASED BY _____ DATE _____

ITEM	QUANTITY	PRICE	TOTAL
SUCCULENT COMBO POT			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
PLEASE FILL IN THE SELECTED DESIGN(S) IN THE BLANKS ABOVE			TOTAL

PICK-UP/DELIVERY DATE & INFO

COMPLETE ONE FORM FOR EACH CUSTOMER. THE CUSTOMER KEEPS THIS FORM.

CUSTOMER ORDER FORM

SOLD BY _____

PURCHASED BY _____ DATE _____

ITEM	QUANTITY	PRICE	TOTAL
SUCCULENT COMBO POT			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
SASSY SUCCULENT - DESIGN: _____			
PLEASE FILL IN THE SELECTED DESIGN(S) IN THE BLANKS ABOVE			TOTAL

PICK-UP/DELIVERY DATE & INFO
