



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

HOLIDAY 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.

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)

- GRINCH TREE KITS - - - - - **\$25** (Suggested retail - \$35)
- FINISHED GRINCH TREES - - **\$30** (Suggested retail - \$40)
- WINTER GREENERY - - - - - **\$15** (Suggested retail - \$22-25)

1. SET YOUR DEADLINE

All orders must be submitted to the greenhouse by November 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.

2. 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.

3. 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

4. CONDUCT YOUR FUNDRAISER

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

5. 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).

6. 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 NOVEMBER 15.

7. PICK-UP & DELIVERY

Completed fundraiser items will be available for pick-up on December 5 at Gardenview Hall. Contact us if you need to make other arrangements.

ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

A

B

C

TOTAL A _____	X \$25.00 =	_____	+
TOTAL B _____	X \$30.00 =	_____	+
TOTAL C _____	X \$15.00 =	=====	=
TOTAL AMOUNT DUE			

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.

HOLIDAY FUNDRAISER CATALOG

ORGANIZATION: _____ WE ARE RAISING MONEY FOR: _____

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

GRINCH TREE KITS

PRICE: _____

Festive decor and a fun activity all in one!

Our Grinch Tree kits contain a small evergreen tree, instructions, and all of the decorations and materials you need to build your own Grinch Tree.



GRINCH TREES

PRICE: _____

If you don't have the time to build your own, we will do it for you.

Grinch Trees make a great gift, or a fun addition to your Christmas decorations.



WINTER GREENERY

PRICE: _____

Who doesn't love the smell of fresh evergreen boughs in the winter?

Our winter greenery bundles contain an assortment of various evergreen boughs to make your own winter pots. Fill a basket with greenery to make a festive decoration, or add your own ribbons and other decorations for a more unique touch.



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

NAME _____ ORGANIZATION _____

			# OF GRINCH TREE KITS	# OF FINISHED GRINCH TREES	# OF WINTER GREENERY BUNDLES	PAYMENT COLLECTED (\$) (TOTAL FROM CUSTOMER ORDER FORM)
DATE	SOLD TO	PHONE #				
TOTAL OF EACH ITEM						

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
GRINCH TREE KITS			
FINISHED GRINCH TREES			
WINTER GREENERY BUNDLES			
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
GRINCH TREE KITS			
FINISHED GRINCH TREES			
WINTER GREENERY BUNDLES			
TOTAL			

PICK-UP/DELIVERY DATE & INFO
