



PHONE 780-305-6310 EMAIL smayb50@gmail.com VISIT US ONLINE [www.potsnpansies.ca](http://www.potsnpansies.ca)

# GRAD FLOWER POTS FUNDRAISER

*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 (2024 SEASON)

• GRAD FLOWER POTS - - **\$35** (Suggested retail - \$45-50+)

## 2. SET YOUR DEADLINE

All orders must be submitted to the greenhouse by April 1, 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 items 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 APRIL 1.**

## 8. PICK-UP & DELIVERY

Pots 'N Pansies will make arrangements with you to get the pots to your grad event. It is your responsibility to make arrangements with your customers to have them pick up the pots after the event.

**ORGANIZATION** \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

**A**

**TOTAL AMOUNT DUE**

**TOTAL A** \_\_\_\_\_ **X \$35.00 =**

---

**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.

SCHOOL: \_\_\_\_\_ ORDER DEADLINE: \_\_\_\_\_

ORDER PICK-UP DATE: \_\_\_\_\_ PICK-UP LOCATION: \_\_\_\_\_

# Support the 2024 Grad Class



**by purchasing a beautifully  
planted pot of flowers.**

The grads will be using these 16" pots to decorate their venue for this special occasion. This really helps with keeping their decorating costs down, so you're really helping them out in two ways!

The grad committee will be making arrangements for pickup of pots after graduation day.

**Thank you for supporting  
Grad 2024!**

\*BASKETS AND VARIETIES WILL NOT BE EXACTLY AS SHOWN. SORRY, NO CHOICE OF COLORS.\*

**FUNDRAISER PARTICIPANT: FILL OUT ONE ROW FOR EACH OF YOUR CUSTOMERS. SUBMIT THIS FORM TO YOUR FUNDRAISER ORGANIZER BY THE ORDER DEADLINE.**

## FUNDRAISER PARTICIPANT'S SUMMARY

**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
GRAD FLOWER POTS			
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
GRAD FLOWER POTS			
TOTAL			

PICK-UP/DELIVERY DATE & INFO