



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 (2023 SEASON)

- GRINCH TREES ----- **\$18** (Suggested retail - \$22 - 25)
- OUTDOOR POTS ----- **\$45** (Suggested retail - \$50)
- DOOR SWAGS ----- **\$18** (Suggested retail - \$22 - 25)
- GREENERY BUNDLES -- **\$12** (Suggested retail - \$15-18)
- WINTER DELIGHT BUNDLES -- **\$28** (Suggested retail - \$35)
(includes assorted greenery, red dogwood twigs, birch branches and large pine cones)
- \$25 POTS N' PANSIES GIFT CERTIFICATE --- **\$20**
(Must be sold at \$25 face value)

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 Pots 'N' Pansies. Contact us if you need to make other arrangements.

Please note: Due to supplier availability, items, including pots, may not be exactly as pictured.

ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

CALCULATE PAYMENT DUE

**TOTAL
AMOUNT DUE**

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

FUNDRAISER HOLIDAY CATALOG

ORGANIZATION: _____ WE ARE RAISING MONEY FOR: _____

ORDER DEADLINE: _____ ORDER PICK-UP DATE: _____

PICK-UP LOCATION: _____

GRINCH TREES

PRICE: _____

Premade Grinch Trees, ready to add a whimsical touch to your holiday decor.



OUTDOOR POTS

PRICE: _____

Festive outdoor pots complete with greenery, and decor will make your home look holiday ready.



GREENERY BUNDLES

PRICE: _____

Assorted fresh evergreen boughs.



DOOR SWAGS

PRICE: _____

Wintery greenery to accent your door.



WINTER DELIGHT BUNDLES

PRICE: _____

A delightful assortment of greenery, red osier dogwood twigs, birch branches, and large pinecones ready to decorate your home.



GIFT CERTIFICATES

PRICE: \$25.00

\$25 Value, to be used at Pots 'n' Pansies Greenhouse and Garden Centre.

POTS AND VARIETIES MAY NOT BE AS PICTURED

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 _____

			# OF GRINCH TREES	# OF OUTDOOR POTS	# OF DOOR SWAGS	# OF GREENERY BUNDLES	# OF WINTER DELIGHT BUNDLES	# OF \$25 GIFT CERTIFICATES	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 TREES			
OUTDOOR POTS			
DOOR SWAGS			
GREENERY BUNDLES			
WINTER DELIGHT BUNDLES			
\$25 POTS 'N' PANSIES GIFT CERTIFICATE			
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 TREES			
OUTDOOR POTS			
DOOR SWAGS			
GREENERY BUNDLES			
WINTER DELIGHT BUNDLES			
\$25 POTS 'N' PANSIES GIFT CERTIFICATE			
TOTAL			

PICK-UP/DELIVERY DATE & INFO