



CHAIRPERSON'S CHECKLIST

Thank you for choosing Flower Power Fundraising as your partner this year.

Enclosed you will find:

- Colorful catalogs, order forms and collection envelopes for each of your group members.
- A Master Tally Sheet.
- A Goal Tracking Poster.
- A postage-paid, Master Order Return Envelope.

4 steps that will ensure your fundraiser is a blooming success:

1. **Distribute your full-color catalogs, order forms and collection envelopes to each member of your organization.** Have each member write the name of your organization, and their own name, address and telephone number on the catalog order form and collection envelope. We strongly recommend setting a deadline of no later than October 15, 2010 for your group members to turn in their orders and checks to you, the fundraising chair. This way you'll have plenty of time to compile the Master Tally Sheet and get it to us, with payment, by the **October 29, 2010 order deadline**.
2. **Use your Goal Tracking Poster to help motivate your group members.** Hang this poster in a strategic place like a busy hallway, meeting room, or on a bulletin board...someplace where everyone will see it. Remember to fill out the thermometer as you go along. It's important to show your progress—and this poster will be a great motivational tool!
3. **Check in every week with your group members and see how they are doing.** The extra encouragement from you can provide that lift you may need to exceed your fundraising goals.
4. **As you near your order deadline, ask each group member to count, and recount, their order information to make sure their orders, and payments for those orders, match.** Once they've confirmed for themselves that their orders and payments match up, have them turn in the Order Form and payments to you. Once all the orders have been collected and the Master Tally Sheet has been completed, simply send the Master Tally Sheet, 1 copy of each individual Order Form and a single payment to Flower Power Fundraising in the enclosed, postage-paid Master Order Return Envelope.

Flower Power Fundraising must receive your order with payment no later than **the final deadline date of October 29, 2010** to ensure these beautiful spring- and summer-blooming bulbs and plants arrive within the proper planting date range.

When will my order arrive?

(Shipping begins the week of September 27, 2010)

Date Order & Payment Received	Estimated Delivery Range
On or before September 27, 2010	Within 5 to 7 business days
After September 27, 2010	Within 7 to 10 business days

If you have any questions, simply call our fundraising staff at 1-888-833-1486.

Flower Power Fundraising Inc.

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