



CHAIRPERSON'S CHECKLIST

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

Enclosed you will find:

- Colorful catalogs 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 and collection envelopes to each member of your organization.** Have each member write the name of your organization, 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 April 3, 2010 for your group members to turn in their orders and payment to you, the fundraising chair. This way you'll have plenty of time to compile the Master Tally Sheet and submit it to us, with payment, by the **April 23, 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...some place 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 for you!
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 confirm 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 every 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 April 23, 2010** to ensure these beautiful summer and fall blooming plants arrive within the proper planting time range.

When will my order arrive?	
<i>(Shipping begins the week of March 15, 2010)</i>	
Date Order & Payment Received	Estimated Delivery Range
On or before April 3, 2010	Within 5 business days
After April 3, 2010	Within 7 to 10 business days

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