



**CHAIRPERSON'S CHECKLIST - SPRING 2018**

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

**Enclosed you will find:**

- Copies of our colorful 20 page Sales Catalog, Order Forms and Payment Collection Envelopes
- Two copies of our Master Tally Sheet (we thought you'd appreciate having a spare)
- Two copies of our Single Shipment Order Form for groups shipping everything to one location
- A Postage-Paid business reply envelope to use when sending in your order

**Ensure your fundraiser is a success by following these simple steps:**

1. **Distribute your full-color catalogs, order forms and collection envelopes to each member in your group.** Have each Group Member complete the information required at the top of the Order Form as well as on their Payment Collection Envelope. It is very important that each Group Member **print** the names and addresses of their customers clearly on the Order Forms so we can easily enter this information when processing your orders. We strongly suggest setting a deadline date of no later than April 15th to ensure that you as the Chairperson can forward your Master Tally Sheet before the deadline of **May 1, 2018**.
2. **Check in every week with your Group Members to see how they are doing.** The extra encouragement from you can provide that lift you may need to exceed your fundraising goal.
3. **As you get close to your campaign deadline, ask each Group Member to count and recount their order information to make sure that their orders and their money match.** Once they have confirmed for themselves that their orders and payments match up have your Group Members turn in their Order Forms and payments to you. Once all the orders have been collected please check each sheet to ensure that the names and addresses are clearly printed and that each Group Member's monies match the amount on their order form(s). Once you have completed this task you can fill out the Master Tally Sheet and send it along with the white copy of all order forms and payment to Flower Power Fundraising - we have included a Postage Paid envelope for this purpose.
4. **If you are a tax-exempt organization, please submit a copy of your Federal 501(c)(3) form with your order.** If you are a non-exempt organization please be aware that your organization is solely responsible for collecting and remitting any sales tax that may be due to the appropriate government agencies.

Flower Power Fundraising must receive your order with payment no later than the final deadline date of **May 1, 2018** to ensure that these beautiful spring bulbs and plants arrive at the proper time of planting.

**When will my order arrive?**  
shipping begins early April, 2018

Date Order & Payment Received	Estimated Delivery Range
On or before April 1, 2018	April 2-15, 2018
After April 1, 2018	within 4-12 business days

If we are experiencing either hot or cold weather extremes at our distribution facility or in your area, we may delay shipping until weather conditions are better suited for your plants and bulbs.

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

**Flower Power Fundraising**

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