



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

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

1. **Distribute your full-color catalogs, order forms and collection envelopes to each Team Member.** Have each Team Member write the name of your group, 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 13, 2012 for your Team Members to turn in their orders and checks to you, the Fundraising Chairperson. This way you'll have plenty of time to compile your Master Order Form and get it to us, with payment, by the **April 27, 2012 order deadline.**
2. **Use your Goal Tracking Poster to help motivate your Team 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 Team 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 Team 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 your Team Members turn in their Order Forms 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.
5. **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 April 27, 2012** to ensure these beautiful summer and fall blooming plants arrive within the proper planting time range.

When will my order arrive?

(Shipping begins the week of April 2, 2012)*

| Date Order & Payment Received | Estimated Delivery Range |
|----------------------------------|-----------------------------|
| On or before April 2, 2012 | April 3–15, 2012 |
| After April 2, 2012 | Within 4 – 12 business days |

**If we are experiencing cold or hot weather extremes at our shipping facility in Michigan, or in your area, we will delay shipping until the weather conditions are healthier for your plants and bulbs.*

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

Flower Power Fundraising Inc.

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