



Holiday Chairperson Packet Basic Plan

Congratulations! You have been approved to start fundraising with Flower Power Fundraising! We thank you for choosing our program and assure you that your organization's efforts will be both fun and profitable.

This packet contains everything you should need to get your organization to "grow more green" than you ever thought possible!

All of the products sold by Flower Power are supplied by one of the most reputable flower bulb suppliers in the country. These flower bulbs are all top quality, an excellent value, and are guaranteed to grow. Your supporters can shop with confidence knowing that if they are at all unsatisfied with their purchase, they can contact us, and we will be more than happy to correct the situation. We will offer a replacement of identical product or credit towards other merchandise. We do not offer refunds, because 50% of the purchase is retained by your organization.

Get your group started by sharing with them the information contained in this packet and motivating them as much as possible. Have lots of fun and you will be amazed at how much profit you can make in a short amount of time...now **GROW GREEN!**

Sincerely,

The Flower Power Team

Flower Power Fundraising

8480 N 87th St, Milwaukee, WI 53224 | Phone: 1-888-833-1486 | flowerpowerfundraising.com
customerservice@flowerpowerfundraising.com



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

1. **Log-in to your Fundraising Dashboard.** In your dashboard, you can order your supplies, by simply clicking the Order Supplies icon. (You will NOT be allowed to order supplies if your account is not approved.) ***Please Note: You cannot sell online if you are selling by brochure. ***
2. **Order your Free Brochures and Order Forms.** Once you have been approved to participate, please log in and click "Order Supplies". You can order free supplies to distribute to every group member. ****Please allow 7-10 days for supplies to be delivered**.**
3. **Distribute your brochures and order forms to each member in your group.** Have each group member complete the information required at the top of the order. We strongly suggest setting a deadline date of 2 weeks prior to the date you plan to send us your order. Most groups have a few participants that forget to turn their orders in on time, and this allows you to get them all submitted together. **Order deadline is November 15th.**
4. **Share Incentives with Group Members.** Encourage and motivate your group members by explaining to them the reasons why this fundraiser is so important to your organization. If you are attempting to raise money for a specific purchase, share this with them! Keep the goal in sight!
5. **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 meet or exceed your goal.
6. **Collect Order Forms and Payment from Group Member.** When it is time for sellers to turn in their order forms, ask each one to verify that the orders he or she has taken, and the money collected matches. Also, ask them to make sure that any checks used to pay for orders have been made out **directly to your organization**. Have them then submit their orders and payment to you for final order tallies.
7. **Complete the Master Order Form and Submit to Flower Power.** Tally the total number of packages ordered of each item from all your members' order forms and record these amounts on the Master Order Form. Be sure to hang on to everyone's order form for sorting and distributing purposes once your Master Order arrives. Calculate the total amount due to Flower Power. Simply send a check or money order made payable to **Flower Power Fundraising** or include credit card information on your Master Order Form and you are all set! Flower Power Fundraising must receive your Master Order with payment no later than **November 15th.**
8. **Set up a Distribution Date.** Once we have received your order and processed it with payment, you will receive an order confirmation. When your order ships you will receive a shipping notification with a tracking number. Please use this information to set up a time and day for sorting and distributing the orders to your customers. Please do not wait, as these are live products.

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Sign Up For Future Seasons

If you would like to participate in our Basic Plan again, simply email us at customerservice@flowerpowerfundraising.com and let us know which season you would like to participate in next. (Please do not create a new account.)

If you would like to participate in the Online Premium Plan next season, simply email us at customerservice@flowerpowerfundraising.com. You will be able to sell online and in your Dashboard, you can modify your seller profile, such as updating your financial goal, editing your fundraising cause, or chairperson contact information, etc.

Please Note: If your organization has changed, YOU MUST create a new account, by going to; www.flowerpowerfundraising.com and click the “Start Fundraising” button in the top right corner and complete the account information.

If you have any questions, please do not hesitate to contact us, we are here to help!

Frequently Asked Questions

How do I order free supplies (brochures and order forms)?

Simply log into your dashboard and click “Order Supplies” which is located on the left-hand side of your dashboard. Check the box and enter the quantities next to each item you would like. Scroll to the bottom and click the green box, “Order your Supplies.” Be sure to follow all the next prompts in the checkout process until you get a confirmation page with an order number. If you did not get the page with your order number, then you did not complete the process. Remember you must be logged in for this order. ****Please allow 7-10 days for supplies to be delivered**.**

How long should I run my fundraiser?

We suggest allowing 2-3 weeks to sell, we have found that allowing for additional time can lead to procrastination. (This includes adults as well as students.)

What is the Order Deadline and Shipping Time?

All holiday master order forms with payment are due in our office by November 15th. All orders will start shipping in the order they were received at the beginning of November. Orders will ship in time for holiday gift giving. If there are extremely cold temperatures, we may hold your order to avoid the bulbs being damaged during transit. ****Sorry, we currently do not ship to Alaska or Hawaii**.**

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How do we turn in the orders we collected face to face?

Please use the Master Order form from your Chairperson Packet to consolidate your individual orders onto one form. This form must be filled out completely and legibly. **Payment must be included with the order for us to process in a timely manner.** If paying by check, you will need to mail in the order with payment. If you are paying by credit card you can mail, email, or fax your order. If you do not want to give your CC number in this manner you can call us with your CC number.

How and where do I send our Master Order Form?

Orders can be submitted with payment via mail, email, or fax. If payment is not received with your order, we will not process it, until payment is received. **DO NOT MAIL payment separately.** This will cause a delay in processing and receiving your order.

Our fax number 414-921-1852 or email is info@flowerpowerfundraising.com.

We cannot accept any orders over the phone. Only submit your order ONCE via mail, fax, or email, to avoid duplicate entry.

All orders sent by mail should be addressed to:

Flower Power Fundraising: 8480 N 87th Street Milwaukee, WI 53224

Can I pay with a Purchase Order?

Yes, you can submit a Purchase Order as a form of payment with your order if a school or government organization. The PO must include a bill to address.

When is the Master Order Form due?

- Spring Master Orders are due to our Office by April 1st.
- Fall Master Orders are due to our Office by October 15th.
- Holiday Master Orders are due to our Office by November 15th.

Are there shipping fees?

No, we will ship one Master Order for **FREE**, which is why you need to combine your orders into one Master form. If you have late orders and need to submit again, we will charge a \$6 shipping fee to each additional order, and the orders will ship in the order they are received. ****Sorry, we currently do not ship to Alaska or Hawaii**.**

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HOLIDAY MASTER ORDER FORM - Basic Program

Holiday Order Deadline: November 15

Return this form by mail to: **Flower Power Fundraising, 8480 N 87th St, Milwaukee, WI 53224**
 You may also Fax to: 414-921-1852 or Email to: info@flowerpowerfundraising.com
Please only submit your order one time, do not send electronically and by US Mail.

IMPORTANT: Payment must be included with order, Check, School Purchase Order, or Credit Card.

Name of Organization: _____
 Fundraising Chairperson: _____
 Delivery Address (P.O. Boxes are NOT accepted): _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____
 Email Address: _____
 Credit Card Number (if applicable): _____ Exp. Date _____ CVV2 Code: _____
 Authorized Signature if paying by Credit Card. _____ Credit Card Billing Zip Code _____

Orders begin to ship November 1st; in the order they are received. Are there any delivery dates to avoid? (i.e., closed for holidays) _____

Item Code	Item Description	Quantity Ordered	Price Sold	Amount Collected	Price to Pay	Amount Due to Flower Power Fundraising
H1	Red Lion Amaryllis Kit		\$22.00		\$11.00	
H2	Apple Blossom Amaryllis Kit		\$22.00		\$11.00	
H3	Star of Holland Amaryllis Kit		\$22.00		\$11.00	
H4	Paperwhite Kit		\$22.00		\$11.00	
H5	Double Variegated Amaryllis Kit		\$22.00		\$11.00	
H6	White Amaryllis Kit		\$22.00		\$11.00	
H7	Orange Amaryllis Kit		\$22.00		\$11.00	
H8	Red Lion Value Amaryllis Kit		\$58.00		\$29.00	
				TOTAL COLLECTED:	\$	
Orders will begin shipping November 1. Please allow 2-3 weeks from date order and payment is received by Flower Power Fundraising for delivery.				Shipping and Handling		FREE
				Tax Exempt # _____ If you are NOT tax-exempt, enter your local sales tax		\$
				TOTAL AMOUNT DUE TO FLOWER POWER FUNDRAISING:		\$
Your Total Profit = Total Collected minus Total Amount Due to Flower Power Fundraising				Your Total Profit:		\$

Order form must be filled out completely!

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