



## Holiday Chairperson Packet Premium 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 87<sup>th</sup> St, Milwaukee, WI 53224 | Phone: 1-888-833-1486 | [flowerpowerfundraising.com](http://flowerpowerfundraising.com)  
[customerservice@flowerpowerfundraising.com](mailto: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 modify your seller profile, such as updating your financial goal, editing your fundraising cause, or chairperson contact information, etc. However, if you edit your check mailing address, please also email us, and notify us of this one change, so we can update our accounting software as well. The link to your store front is also found on the home page of your dashboard, so it is easy to copy and paste that link into all your communications for promoting your fundraising website. **Please Note: If your organization has changed, YOU MUST create a new account, by going to; [www.flowerpowerfundraising.com](http://www.flowerpowerfundraising.com) and click the “Start Fundraising” button in the top right corner and complete the account information.**  
**\*\*New\*\*** The Sales Leader Board displayed in your Fundraising Dashboard will provide you with a listing of your top sellers and their net sales.
- 2. PROMOTE, PROMOTE, PROMOTE,** Promotion is key to having a successful fundraising event. Share your storefront link in emails, newsletters, and any way you communicate with your group. There is also a Facebook icon right on your storefront, simply click that and share on your Facebook page. Ask everyone in your group to promote your groups website as well, multiplication is key!
- 3. Print FREE Fliers and Postcards.** These selling tools are found on our website and can be given to participants to pass out. You can customize these items with the link to your storefront, end date, etc. Having something to hand family, friends, neighbors, etc. will help direct your contacts to your website. You can find these items here; <https://www.flowerpowerfundraising.com/resources>
- 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! **\*\*New\*\*** The Sales Leader Board displayed in your Fundraising Dashboard will provide you with a listing of your top sellers and their net sales. Think about setting up some friendly competition within your group amongst top sellers. An example of this may be the top seller or grade who raises the most wins a prize like a special ice cream treat!
- 5. Inform your customers** online orders do not begin to ship until the beginning of November in the order they are received. All orders placed by December 1st, will be guaranteed for holiday delivery. We only ship to one address per order if they are sending a gift.
- 6. Monitor online storefront for sales.** On your storefront you will see the amount earned so far. It is good to check this each week and see how you are progressing. If you are not climbing towards your goal, perhaps you need to share your weblink more often. We cannot stress enough that multiplication is key here, the more you share your link the better you will do. Having others share the link to their circle of people helps multiply your sales even quicker.

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7. **Finish strong!** Continue to promote your websites until **December 15<sup>th</sup>** when they close. You will be surprised how many last minutes sales you may get.

## Shipping times

**We begin shipping holiday orders at the beginning of November in the order they are received.** All orders placed by December 1st, will be guaranteed for holiday delivery. We only ship to one address per order if they are sending a gift.

## Shipping fees

**Online orders ship directly to your customers** and incur a \$6.99 shipping fee per order, which is paid by your customer. So, there are no fees or minimum orders to your organization. ***\*\*Please note, we do not ship to Alaska or Hawaii. \*\****

## Closing out your Holiday site & Receiving your 50% from online sales

**Our holiday websites stay open thru December 15<sup>th</sup>.** Once the sites close, we will prepare the reports and checks and mail them to you as soon as possible. You do not need to do anything; we will send all the checks out when the sites close. Typically, we have all checks in the mail within 3 weeks. If you need your funds sooner or just want to close out your site early, you can email us on the day you are ready to close, and we will close it then.

## Sign up for future seasons

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

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

**Please see the attached frequently asked questions for more information. If you have any questions, please do not hesitate to contact us, we are here to help!**

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## Chairperson Frequently Asked Questions

### How do I get an Online Webstore?

Thank you for your interest in Flower Power Fundraising, please head over to <https://www.flowerpowerfundraising.com>, and click the Start Fundraising button in the upper right corner and fill out the form. Once approved, this will give you a storefront to sell our products, and a dashboard that will let you track your orders, receive order notifications by email, order supplies and much more. You must provide a tax-exempt or tax-id number to be approved.

### I forgot my Password/Account is Disabled.

If you forgot your password or become disabled after multiple log-in attempts, please click the "Log In" icon and enter your username (the email address connected to the account) and select "Forgot Password". This will generate a reset link to the email connect to our account. You can then reset the password to log in.

### Do our Customers Log-In?

**No**, customers check out as guest on your website. This is only for the chairperson of the fundraiser to use to access their dashboard. Share your link with your customers and they can scroll down and start selecting items on your site.

### Why do I not see Shipping Charges on my Order Confirmations?

You will receive an email of all orders placed for your fundraiser. You will not see the sales tax or shipping charge on your order confirmations as these are not included in your profit.

### Why do Customers Pay Sales Tax when we are Tax-Exempt?

All customers must pay sales tax unless your state does not have sales tax. Your tax-exempt number is for your organizational purchase only.

### When will our Online Webstore close?

- Spring webstores close May 15th.
- Fall webstores close October 15th.
- Holiday webstores close December 15th.

### The Website is Not Working.

Please have the customer check the link they are using is correct. We also recommend checking your Wi-Fi and trying different browsers. If after this time your customer is still having difficulties with the site, please contact us.

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## Can Customers Place Orders over the Phone?

We cannot take orders over the phone. If a customer is having difficulties placing an order online, please have them contact the person that contacted them to support the fundraiser to assist with navigating the website site and placing an order for them.

## Can Students/Seller be Given Credit to for a Sale?

Yes, there is a field at checkout that states "Give Credit for this Sale to: \_\_\_\_\_" Please remind your customers and or students to remind their customers to populate this field so that your student or specific seller gets credit for each of their sales. It is located after the phone number field. When your check is mailed you will receive a report that will include this information on it. We cannot provide tracking for you during the program, you can review all orders and track during the fundraiser by visiting your dashboard. If a customer forgets to give credit to a seller/student, please have them contact the individual who is selling to them.

## How do we receive our 50% from the online sales?

When the current season's webstores close, we will prepare the reports and checks and mail them to you as soon as possible. You do not need to do anything; we will send all the checks out when the sites close. Typically, we have all checks in the mail within 3 weeks.

**If you have not received your check 6 weeks after the season closing date, please notify us and we will investigate it.**

## When will the online orders ship?

- **Spring Bulb Shipping Schedule:** Orders begin shipping April 1<sup>st</sup>. We start shipping to the warmer states first, as they can plant sooner than the colder states. We will do our best to ship orders as fast as possible. Once your order ships, you will receive an email with tracking, however, many times these automated emails go directly to junk boxes.
- **Fall Bulb Shipping Schedule:** Orders begin shipping in Mid-September. We start shipping to the colder states first, as they need to plant sooner than the warmer states. We will do our best to ship orders as fast as possible. Once your order ships, you will receive an email with tracking, however, many times these automated emails go directly to junk boxes.
- **Holiday Bulb Shipping Schedule:** Our orders begin shipping at the beginning of November and are shipped in the order we receive them. All orders will ship in time for holiday gift giving if placed by December 1<sup>st</sup>.

## Are there shipping fees?

Online orders are charged a \$6.99 shipping fee per order, no matter how large or small. This fee is paid by your customer not from your profit. All customers receive a shipping notification and tracking number when the order ships. **\*Sorry, we currently do not ship to Alaska or Hawaii.\***

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