



Dear Fundraising Chairperson,

Congratulations! You have been approved to start fundraising with Flower Power Fundraising! We thank you for choosing this worthwhile 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 of 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 simply contact us and we will be more than happy to right the situation by offering them a replacement of identical product or credit towards other merchandise.

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'll be amazed at how much profit you can make in a short amount of time...now **GROW GREEN!**

Sincerely,

The Flower Power Staff

PLEASE NOTE: Master Order Forms are due to our office with payment by November 15. Online storefronts will remain open until November 30.

Flower Power Fundraising

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



Chairpersons Packet

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

1. **Log-in to your Fundraising Dashboard.** In your dashboard you can order free catalogs and order forms if you are doing a face-to-face paper sale. You can also modify your seller profile, such as updating your financial goal, editing your why you are fundraising, or chairperson contact info 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.
2. **Distribute your full-color brochure/order form 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 15.
3. **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!
4. **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.
5. **Monitor online storefront for sales.** On your storefront you will see the amount earned so far. It's 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.
6. **Collect Order Forms and Payment from Group Member.** When it's 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 each individual's order form for sorting and distributing purposes once your Master Order arrives. Calculate the total amount due to Flower Power, and 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 15.**

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How long should I run my fundraiser?

We suggest giving students 2-3 weeks to sell, we have found giving them more time just leads to procrastination.

Order deadlines and shipping times

All Holiday Master Order Forms and payments are **due to our office by November 15**.

Our Holiday orders begin shipping the beginning of November and are shipped in the order we receive them. All orders will ship in time for Christmas gift giving. If we have extreme cold temps we may hold your order to avoid the bulbs being damaged.

Shipping fees

Master orders ship free to your organization. Online orders ship directly to your customers and incur a \$6 shipping fee per order, which is paid by your customer. So, there are no fees or minimum orders to your organization.

If you have any questions, please don't hesitate to contact us, we are here to help!

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Frequently Asked Questions

How do I get an Online Webstore?

Thank you for your interest in Flower Power Fundraising, please head over to www.flowerpowerfundraising.com, click the Start Fundraising button in the upper right corner and fill out the form. This will give you a store front to sell our products, and a dashboard that will let you track your orders, receive order notifications by email, order supplies and much more.

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

Simply log into your account 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 the all 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 note, you cannot order flowers and supplies in the same order. If you order flowers, please log out and make a separate purchase on your store front, not in your account dashboard.***

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 may email or fax your order. Our fax number 414-921-1852 or email is info@flowerpowerfundraising.com. If you do not want to give your CC number in this manner you can call us with your CC number. However, we cannot accept any orders over the phone. Please also, do not send your order by mail and electronically, or it may get entered twice.

All orders sent by mail should be addressed to:

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

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When is the Master Order Form due?

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

When will our Online Webstore close?

- Spring webstores close May 15.
- Fall webstores close October 15.
- Holiday webstores close November 30.

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 quickly as we can. Typically, we have all checks in the mail within 2-3 weeks. You do not need to do anything; we will send all the checks out when the sites close. We ask for patience, as we have many groups and it does take time to process them all. If you have not received your check 1 month 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 1st. 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 the very end of 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 Holiday orders begin shipping the beginning of November and are shipped in the order we receive them. All orders will ship in time for Christmas gift giving.

Are there shipping fees?

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 reserve the right to access a shipping fee if you send multiple add on orders. Online orders are charged a \$6 shipping fee per order, no matter how large or small. This fee is paid by your customer not from your profit.

****Sorry, we currently do not ship to Alaska or Hawaii.***

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How to Fundraise in Person Safely

Congratulations, your fundraising program is up and running! Review the following good ideas and bad ideas with all of the members of your group before sending them into their communities to gather support and “grow green” for your organization. Have a successful and **safe** fundraising campaign!

Good Ideas

- Making a list of friends, family, relatives who might be interested.
- Getting your parents or guardians involved with each fundraising activity.
- Making sure your parent or guardian approves of the people you are asking for support from.
- Using the Buddy System – never go alone!
- Telling your parent, guardian, or group leader if you see any strange behavior.
- Asking your parent or guardian to take your brochure to work.
- Always being polite, even to people who say “No Thanks”.
- Using common sense, being safe, and having **FUN!**

Bad Ideas

- Selling door-to-door without an adult.
- Carrying large amounts of money without having a responsible adult around.
- Talking to strangers.
- Going out after dark.
- Entering someone’s home who you don’t know.
- Selling in front of stores or malls unless you have the owner of the store’s permission and are with an adult.
- Being rude to people that don’t want to purchase from you.
- Selling on street corners or at stoplights along the road.

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HOLIDAY MASTER ORDER FORM



Congratulations! You have completed your fundraiser! Please complete this form and send it along with **one check made payable to "Flower Power Fundraising"** for the **Total Amount Due** to the following address.

Flower Power Fundraising, 8480 N. 87th ST., Milwaukee, WI 53224

You can also fax your Master Order Form to 414.921.1852 or email it to customerservice@flowerpowerfundraising.com

Please do not mail and send order electronically, or double billing may occur. **PLEASE NOTE: No phone orders will be accepted.**

Orders and payments MUST be received by November 15!

Name of Organization: _____

Fundraising Chairperson: _____

Delivery Address (P.O. Boxes are NOT accepted): _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Requested Ship Date: _____ Email Address: _____

Credit Card Number (if applicable): _____ Exp. Date _____ CVV2 Code: _____

Credit Card Billing Zip Code _____

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	
No minimum order required! Orders will begin shipping late October. Please allow 10-14 business days from date order and payment is received by Flower Power Fundraising for delivery.			TOTAL COLLECTED:		\$	
			Shipping and Handling			FREE
			If you are not tax-exempt, enter your local sales tax			
			TOTAL AMOUNT DUE TO GROWING GREEN FUNDRAISING:		\$	
Your Total Profit = Total Collected minus Total Amount Due to Flower Power Fundraising				Your Total Profit:	\$	