

Chairperson's Checklist

Special Note: Please use the Master Order form when placing your organization's total order. Please remember that payment must be made with a single check or money order made payable to Van Bourgondien; individual checks from your customers will not be accepted. Please make sure your order is in the mail in time to reach Van Bourgondien by the cutoff date stated on the Master Order Form. Allow 2 weeks to process and ship your order. **The minimum order is only \$100.00.**

Six Easy Steps to a Successful Fundraiser

- 1** Use the color brochure to capture the prospective customer's attention. The brochure can be used open as a poster or closed to distribute to friends, neighbors, and key members of the community. It also serves as the order form for each member of your group who will be selling.
- 2** Give a color fundraising brochure and collection envelope to each member of your group who will be selling. Have the sellers write their name above their order form on the back page of the color brochure and on the collection envelope. Be sure to set the order due date for your organization's fundraiser no less than two weeks prior to the cut-off date on the Master Order Form. Setting the order due date is important so you have enough time to collate the individual orders, write a single check to Van Bourgondien, and mail your order in. We have included a space on the Collection Envelope for you to write your organization's order due date as a reminder to the sellers. **Please make sure that your order is in the mail in time to reach Van Bourgondien by the cutoff date stated on the Master Order Form.**
- 3** Be sure to read and go over our Do's and Don'ts on the back of this form with your group before sending the sellers out into the community.
- 4** When it's time for the sellers to turn in their orders, ask each seller to verify that the orders they've taken and the money they've collected matches. Then have them submit their order forms and Collection Envelopes to you. Using the sellers' individual order forms, complete the Master Order Form **for your organization's total order.** Mail the Master Order Form and one check made payable to Van Bourgondien in the enclosed postage-paid return envelope or to the address on the Master Order Form. Please be sure the address you want the products shipped to is on the top of the Master Order Form.
- 5** **To determine your profits, simply deduct the "Total Amount Due to Van Bourgondien" from the Total Amount Collected. Congratulations! You have just earned 50% of what you've sold!**
- 6** Van Bourgondien will process your order upon receipt. You will receive an order confirmation if you provided us with an email address on the Master Order Form. The flowerbulbs you ordered will arrive at the most suitable planting time for your area or the ship date you requested. Your group's order will arrive packed in a master-shipping carton to be sorted and distributed. Each flowerbulb package is clearly marked with the product name and item number, and planting instructions and delivery bags are included for each individual order.

If you have any questions, call us toll free at **1-800-622-9959** and one of our knowledgeable Customer Service Representatives will be happy to help you.

A friendly reminder to Virginia-based organizations – if you are tax exempt, please send us a copy of your ST-13 Sales and Use Tax Certificate of Exemption form.

Best wishes on a very successful Fundraising with Flowerbulbs campaign!



Fundraising Do's and Don'ts

We want you to have a safe and successful fundraising campaign. Review this list of “Do’s” and “Don’ts” with your group and stress the importance of safety above everything else.

“Do’s”

Here is a list of helpful “do’s” for your fundraising campaign.

- ✓ Be safe and use common sense.
- ✓ Make a list of family, friends, relatives and neighbors to avoid going door to door.
- ✓ Get parents involved with each fundraising activity.
- ✓ Make sure your parents or guardian approve of the people you are asking for support from.
- ✓ Use the buddy system – never go out alone.
- ✓ Notify your parents or a teacher if you see any strange behavior.
- ✓ Ask your parents to take your fundraiser to work.
- ✓ Always be courteous, even if people say “No Thanks”.

“Don’ts”

Here is a list of fundraising “don’ts”. Use this list as a minimum.

- ✗ Don’t carry large amounts of cash unless accompanied by a responsible adult.
- ✗ Don’t talk to strangers.
- ✗ Don’t go out after dark.
- ✗ Don’t enter someone’s home.
- ✗ Don’t sell in front of stores or malls unless you have permission and are accompanied by a responsible adult.
- ✗ Don’t sell door to door without an adult present.
- ✗ Don’t sell on street corners or at stoplights.

