

Chairperson's Seven Simple Steps

Here at Growing Green Fundraising, we believe that the fundraising process should be as simple and straightforward as possible. That's why we've put together these Seven Simple Steps. In order to be sure that your group will be as successful as it can, be sure to read the following steps carefully and pass along any information to your members that you feel may be helpful.

1. Make Use of the Full Color Brochure

Be sure that each member of your group who will be selling receives a selling brochure to show prospective supporters of your organization. The full color photographs will be sure to grab their attention! You can even use the brochure as a poster to advertise near your organization's meeting place. Each brochure also contains a page which will serve as the individual order form for each member of your group.

2. Be Clear with each Group Member about Deadlines and Directions

Make sure that each member writes his or her name on the order form page of the brochure to avoid confusion at the end of the fundraiser. **Remind all of your sellers that any checks written to pay for orders need to be made out directly to your organization.** This way, your profit is instantly collected at the end of the fundraiser when you pay Growing Green Fundraising for only half of the total amount sold. To insure that your order will reach us in time, set a deadline for your sellers so that their order forms will be turned into you no later than 10 days before the cutoff date listed on your Master Order Form. Setting the order due date is important so that you have enough time to calculate the total number of packages needed for each item, make out a check or provide Growing Green with the appropriate credit card information, and mail or fax your order in. **Make sure that your Master Order Form and payment is in the mail in plenty of time to reach us by the cutoff date stated on your Master Order Form.**

3. Review Good Ideas vs. Bad Ideas

Review the helpful "Good Ideas vs. Bad Ideas" sheet included in this fundraising packet with all of the members of your group. This will help keep the members of your group safe while raising money for your worthy cause.

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! Also, be sure to add the extra incentive of the first place prize which will be awarded to your best-seller (see insert for details). Always keep the goal in sight!

5. Collect Order Forms and Payment from Group Members

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 verification.

6. Complete the Master Order Form and Submit to Growing Green

Add the total number of packages ordered of each item from all of 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 collected and the total amount to pay to Growing Green Fundraising (this amount should be exactly half of the total collected unless tax is applicable, see order form for details). Calculate the difference between these two numbers to **determine your profits!** Now just simply send a check or money order made payable to growing Green Fundraising or include

valid credit card information on your Master Order Form and you are all set! PLEASE NOTE: Also be sure to include a copy of your State Sales and Use Tax Certificate of Exemption, if applicable.

7. Wait for Your Order to be Delivered

Growing Green will begin to process your order once the Master Order Form and payment has been received (this can be done by postal mail or fax). If an email address was provided for your organization's account, you will receive an order confirmation within three business day of submitting the order. The items your organization has ordered will arrive at the most suitable time for planting in your area or by the ship date you have requested in a master shipping carton to be sorted and distributed among all of your sellers. Each flower bulb package will be clearly marked with the product name and item number. General planting instructions will also be included for distribution with each individual order.

Always remember that live help is only just a phone call away! Feel free to call us toll-free at 1.877.288.0551 or send us an email at info@growinggreenfundraising.com and one of our Fundraising Experts will be more than happy to assist you!

*We wish you the best of luck in your efforts...
...and have fun **Growing Green!***

