



South High Spartan Band

2008 Greenery Fundraiser Sale

Event Date: 9/8/08—10/10/08

Any questions regarding this fundraising effort, please contact
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Dear Parents and Students of the SOUTH HIGH SPARTAN BAND:

It's that time of year again to launch one of our favorite and most successful fund raisers! The greenery event is special for both our customers and those of us who purchase this beautiful product for ourselves! These products, that include fresh holiday wreaths, garland, centerpieces and bows are of *excellent* quality, arriving to us fresh and aromatic, resulting in repeat customers who look forward to our sale each year!

Our profits are used to pay the expenses of the whole Band (Marching, Concert, Jazz and Drum Line). This includes uniforms, instruments, coaches, equipment, Band Camp Foodfest and the Spring Banquet. For 2008, your **student profits are split 70/30%** with the Band Boosters, with 70% credited to their Student Account. (For example, if a student sells \$150 of greenery, then 70% of the profit goes to the student account and the remaining 30% goes to the SHS Band.) Student account profits can also be used to pay for the Italy trip costs.

The greenery is scheduled to be delivered to SHS the week after Thanksgiving (between 11/26/07 - 11/30/07), at which time you will receive a telephone and email notification of when and where to pick up your orders. Parents and students are needed to help with the distribution. Please sign up to help!

This is a mandatory fundraiser and the student's minimum goal will be **\$150.00 worth of greenery sales**. We also have a friendly competition between students. **The top three (3) sellers will receive \$50, \$25 and \$15, respectively**, credited to their student account! This high quality product sells *very* easily with minimal effort.

If your student does not participate, we ask for a \$100.00 donation directly to the SHS Band Boosters. However the student account will not receive the benefit of any part of that donation.

Here's what to do:

1. Get a jump on it today and email family and friends. It's easy! Just **refer them to the website** (<http://www.sherwoodforestfarms.com/products/index.php>) to view the items, then type out the prices with item codes within the email! Using the flyer packet, inquire with neighbors, teachers, etc., and take two for parents (making available to friends in their workplace). A sample email will be sent out to everyone.
2. **Collect all checks/money** when taking orders (no tax or s/h charges), filling out the original green and white order forms as you go along. **Checks should be made out to "SHS Band Boosters."** **Provide them with a receipt for their order.** If a parent is selling at work, then the address of their customers might be something like, "John Smith @ Work". If there is a Direct Ship Gift order to be sent to Alaska or Hawaii, there are additional shipping charges as printed on the bottom of the Direct Delivery Label sheet.
3. **Extra Order forms, flyers, receipt forms, and Direct Ship label forms will be in the Band Room** from the launch of the sale until the close of the Greenery order deadline. Order forms only fit 10 customers. Direct Ship Gift Label forms only allow for 3 direct ship products/items for each sheet - thus the note: 'circle one product' (for each blocked label).
4. **If cash is collected**, parents *must* write a check for those orders, providing a *separate* list itemizing which customer orders their check will cover. This also applies to any 'shortages' that may have occurred in collecting checks/money, please provide clear accounting on a separate sheet to explain how all balances out in these instances.

Key Dates and Activities

Up until Tuesday, 10/7/08	Students will bring home extra forms available in the Band Room and complete all of their orders.
Wednesday, 10/8/08	Finalize the Green Order forms ensuring that each customer order is accurately totaled (row), as well as each product Item (column) is accurately totaled for each order form sheet used. Add up all checks/cash collected being sure you get the same total as the Green and White Order Sheets.
Thursday, 10/09/08	Review package with parents to ensure all calculations are accurate. Enclose checks, cash, order forms, direct delivery label forms in the sealed envelope, being sure to complete the information requested on the envelope.
<u>Deadline of Friday, 10/10/08</u>	Bring your sealed envelope to the SHS Band Room during your designated band period. Turn in to lock box, Mr. King, or his designated student