



*"The Best Is Here!"*

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## FUNDRAISER PROGRAM IDEAS

First of all, we surely thank you for your interest in fund raising and considering IDA'S WREATH SHOP as your supplier. Here are some good ideas to consider when setting up your fund raising program.

- Start as early as the middle of October if you can, and have your greeting ready with who you are and what a wonderful use you have for the funds you are raising.
- Hold out your 'Sell Card' of the wreaths you are offering which shows the prices of each separate wreath. Our Sell Cards can be downloaded, customized and printed from our website at [www.giftwreath.com/fundraiser.html](http://www.giftwreath.com/fundraiser.html). We recommend that the 4x6 sell cards be printed at 100% size, on high quality stock at photo quality (photo paper works well). Cards can be laminated for weather resistance if you wish.
- Be sure each person has a ball point pen as well a small, 3-copy carbonless sales book. This provides a copy for the customer as a receipt, a copy for the team leader to keep the records on each member's sales and a reference copy for the team member which is left in the book.
- ALWAYS require customer payment at the time of the order. The receipt should have all the purchase information. This includes date, customer name, phone number, address, wreaths purchased, the pricing and total amount received plus any special instructions or delivery comments. The receipt needs a team member signature as well as a stamped team identification.
- A plastic zip lock bag works well for safekeeping of money and checks; and the same is true for the sales book as weather protection.
- The team leader should record their copy of the sales receipt on to a pre-designed team record. It needs to show each member's individual sales and the total number of each kind of wreath they will receive on delivery day. You will receive your entire order in bundles that are tagged as to kind and number in each bundle. This way, you will know you have the correct number of each type of wreath before you divide out each member's delivery order.
- As you tally up your total order of each kind of wreath, you can call us with the numbers as you have them, in order to set up a delivery date that is best for you. Give us a call if you need to add any last minute sales and that won't be a problem. We offer your choice of "will call" or "delivery" for the order. Please ask about any charges that may apply. This information is also available on our price list.

*Merry Christmas!  
from  
Ida and crew.*