

2018 New Canaan Crew PLANT & GRANOLA SALE INSTRUCTIONS

This fundraiser works only if you participate!

Goal: each team member will sell at least \$250 of plants and granola.

Develop your customers this year and next year will be much easier.

*Get to your customers before they get to a nursery***Sell to neighbors or send out emails to friends*

- **Before you start:**

Read these instructions thoroughly and contact us with any questions.

Your packet contains:

- 2018 New Canaan Crew Plant Order Form
- 2018 New Canaan Crew Granola Order Form
- 2018 Plant & Granola Tally Sheet (must be turned in with your orders)
- Neighbor Letters (or create your own email or note)

Note: Extra forms are available online at www.newcanaancrew.com

- **When you sell:**

- Leave or email a "Note to Neighbors" and both Plant and Granola Order Forms.
- Let customers know this is a fundraiser for your team for equipment.
- Be sure customers know that plants and granola are of top quality.
- **CHECK YOUR MATH** (or buyer's math) – take a calculator to be safe.
Payment – Checks made out to **NCHS Crew (one check fine for both granola & plants)**.
You can accept cash, but you cannot turn in cash, you will have to write a personal check for any cash you accept from a customer. You can write one check for all the cash you collect.
- **Customer's name** – be sure you put the customer's name and phone number on the forms!
- **Bottom portion** – check off who is picking up. Tear off this section for the customer. It's a reminder for them, and it has your contact information if there's a problem.
- **Thank them** for their support!

- **After you sell:**

- Complete the Tally Sheet and place all orders with checks in your selling envelope.
- **Cash is not accepted.** You must write a check for any cash you accept from a customer.
- Keep a record of your orders, so you can call and remind your customers.
- Place your envelope in the box marked "Plant/Granola Sale" at the boathouse.

ALL ORDERS MUST BE RETURNED by TUESDAY, APRIL 3rd
Checks (NO Cash) must be submitted with order – no exceptions.
We will have the original customer orders on pick-up day.

PICK UP ORDERS at EAST SCHOOL, 54 Little Brook Road, New Canaan
SATURDAY, MAY 5th -- 10:00am to 11:00am

All rowers (or a parent) must help on pick-up day. Unloading the truck starts at 8:30am.

Questions?

ORDERS and PICKUP: Sarina Vetterli 203-966-5455 or sarina.vetterli@gmail.com

PLANTS: Rob Carpenter 203-972-9301 or lisarob1996@yahoo.com