

2018 Instructions – Troop 19 Wreath Sales

❖ Fundraiser Starts	- Tuesday 10/9
❖ Group Sales Day	- Saturday 10/28 At Little Pilgrim Church at 1pm
❖ Wreath # Turn in #1	- Tuesday 10/30 (\$ accepted)
❖ Wreath # Turn in #2	- Tuesday 11/13 – Final for all sales (\$ accepted)
❖ Wreath Assembly / Pick Up	- Friday 11/23 (no \$ or orders accepted today)
❖ Show and Sell	- 11/24 Saturday & 11/25 Sunday (tbd)
❖ Show and Sell	- 12/1 Saturday & 12/2 Sunday (tbd)
❖ \$ Collected	- Tuesday 11/27
❖ \$ Collected	- Tuesday 12/4
❖ \$ Collected	- Tuesday 12/11 (all money due)

Each Scout is encouraged to meet their minimum requirement of 35 wreaths sold

The two most important dates to ensure this fundraiser a success are

Group Sales Day Sunday 10/28 & Assembly Day Friday 11/23.

These 2 days are required for ALL SCOUTS, if you are unable to attend please let Mr. Anthony know asap.

- Prizes will be awarded to any scout who turns in **25** or greater in sales by Wreath Turn in #1 on **10/30**.
- Scout payouts will be made at the 35+, 50+, and 100+ sales levels.
- Please sign in at the beginning of Tuesday nights meeting if you have wreath order forms or money to be turned in.
A PARENT MUST BE PRESENT AT EACH TURN TIME TO CONFIRM TOTALS.
- Be sure to print clearly in ink for each sale filling out the information in **ALL** sections.
- Be sure to indicate for each sale if it will be COD (paid on deliver) or Paid at time of sale. The troop is not responsible for keeping track if a customer has paid for their order in advance. The troop will only log the total sales and total money received. If at any time you would like to know your balance due email Mrs. Spencer.
- If you make an additional sale to a current customer please log it as a new sale in the new week.
- Donations should be logged onto your order form sheet. (this is always the trickiest part of the process)
 - ✓ If the donation is a straight donation with no purchase we do not need to know who the customer is, just log the donation in the donations box and note the amount of money received.
 - ✓ If the donation is combined with a sale note the total amount of \$ for the product and the total donation separately then combined the total \$ received. Also indicate the total cash or check received in the appropriate box.
 - ✓ Scouts will receive 1 wreath credit for each \$18 in donations received. This will count towards your payout.
- Retain a copy of your 2018 sales order forms so you can use it as a call list for 2019. If you would like the troop to retain a copy please provide your packet to me in January and we will make a storage copy for you.

If you have any questions please feel free to call Mrs. Spencer at 603-880-3070 or email spencertracy1976@yahoo.com