

## 2017 Order Form Instructions – Troop 19 Wreath Sales

**2017 SALES WEEKS – order forms and \$ will be collected on each of these dates**

❖ Presale	ended Tuesday 10/24
❖ Kick off	ended Saturday 10/29
❖ Week 1	ended Tuesday 11/07
❖ Week 2	ended Tuesday 11/14
❖ Week 3	ended Tuesday 11/21
❖ Week 4	ended Tuesday 11/28
❖ Week 5	ended Tuesday 12/05
❖ Week 6	ended Tuesday 12/12

**The two most important dates to ensure this fundraiser a success are Kickoff Day Sunday 10/29 and Assembly Day Friday 11/24. These 2 days are required for ALL scouts, if you are unable to attend please let Mr. Anthony know as soon as possible.**

- A new order form should be used each week with the weeks date clearly mark at the top
- Please sign in at the beginning of Tuesday nights meeting if you have wreath order forms or money to be turned in. You do not need to keep money from previous weeks sales separate simply turn in that week's sales slip and all money received during the week.
- Be sure to print clearly in ink for each sale filling out the information in **ALL** sections. This information will be entered into a sales database for each scout and will be used for years to come as that scouts sales call list.
- 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 weekly sales and total money received. If at any time you would like to know your balance due email Mrs. Spencer.
- If a customer pays after your weekly order form has been turned in we do not need to know that specific customers name or amount paid. Simply turned in all new order forms and all money received in that week during the Tuesday night meeting.
- 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 weekly order form sheet.
  - ✓ 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 sales note the total amount of cash or check received for just the wreath sale in the appropriate box and then put the total donation in the donations box, the combined amount should be entered in the Money recvd box.

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

**Thank you! – Troop 19 Wreath Committee**