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Step 1 • Before the Kick-Off Assembly



Confirm Kick-Off Date & Assembly Start Time

Communicate with the Principal to confirm kick-off assembly date and time. Plan for 25-30 minutes of actual presentation time, so be sure to add on enough additional time for students to arrive from classes and be seated. Your Cherrydale Farms representative will need access to the assembly area for set-up about one hour prior to the start of the assembly.



Recruit a Committee

Many hands make for light work, and the Fundraising Chairperson should not need to do everything all on his or her own. We recommend 2-4 additional volunteer assistants to help organize tasks related to your fundraiser. Some of these tasks may include:

- Distribute Seller Packets
- Display and Advertising
- Present at Teacher Meeting
- Daily Immediate Prize Incentives (if applicable)
- Order Collection and Tally
- Delivery



Obtain Student/Classroom Rosters (If Applicable)

Classroom lists with assigned number of students by class will be helpful for the distribution of the seller packets, order tally, and keeping track of Immediate Prize Incentives and Prize Drawing receipts.



Arrival of Fundraising Materials

Student Seller Packets and promotional materials will be delivered to the school approximately one week prior to the start of your fundraiser. You will want to communicate with the office and custodial staff so they will know where you want the boxes stored until your committee can be there to begin preparation for your fundraiser.



Step 1 • Before the Kick-Off Assembly ~ continued



Distribution of Seller Packets

Use the classroom rosters to count out bundles of seller packets for each classroom. Label each bundle with a Teacher name and provide a Classroom Envelope. The day of the kick-off assembly, deliver packet bundles to classrooms for Teacher handout after the assembly presentation and before the students go home for the day.



Attend a Teacher Meeting

Teachers are much more supportive when they are informed of what to expect throughout your fundraiser. If possible, attend the faculty meeting closest to the start of your fundraising event and request a few short minutes to briefly cover important details about your fundraiser. If you are using "Prize Incentives" this is also a really good time to showcase and explain how it will be facilitated during the sale. If attending a faculty meeting is not possible, you should send out an informational email to the entire faculty on the morning of the kick-off assembly. Remind them of the assembly start time and provide contact information for the committee members.

Additional Suggestion: The morning of your fundraiser kick-off, hang a sign in the Teacher's Lounge with a message reading "Thank You for Your Support of Our Fundraiser!" Place a few of the shopping brochures around. Perhaps even provide some goodies for them to enjoy throughout the day (e.g. chocolate, fruit, muffins and drinks).



Advertise Your Fundraiser

- Display all provided fundraiser posters.
- Showcase fundraiser at Back-to-School Night and Open House.
- Link the Cherrydale online shopping banner to the school website for easy log-on. The Cherrydale banner and instructions for adding it to your website will be emailed to you 10 days before the start of your sale. See sample email on page 17.





Step 1 • Before the Kick-Off Assembly ~ continued



Advertise Your Fundraiser ~ continued

- Post pre-sale information in the school newsletter.
- > Send emails out to all school families announcing the upcoming fundraiser.
- Print out all Reminder Flyers that will need to be sent home with the students.
- Put up a fundraiser message and the sale dates outside on the school marquee.
- Spread the word through all available social networks such as Twitter and Facebook.
- Send out informational emails with fundraiser details to all Teachers and Staff.

ADVERTISING AND PROMOTING YOUR FUNDRAISER CAN DRAMATICALLY INCREASE YOUR SALES



Online Shopping Information

Online shopping can significantly increase sales and earned profit if promoted and highlighted throughout your fundraiser. All online purchases can be paid for with a credit card and will ship direct to the purchaser. Specific information is posted on the Parent Information Letter enclosed in each Student Seller Packet. Online purchases made on behalf of a student will count toward their earned prizes. Your organization will receive 40% for online sales.

Step 2 • Kick-Off Assembly Presentation

The kick-off assembly presentation is a main event and very important to the success of a fundraiser! It provides a FUN environment with the purpose being to capture attention and promote enthusiasm in support of the fundraising effort. The few minutes that are invested here will make a huge impact in overall participation in the fundraiser, which greatly contributes to the amount of profits that will be earned from it!



Step 2 • Kick-Off Assembly Presentation ~ continued



Preparation and Set-Up

- Communicate with the custodian about kick-off assembly times and the need for 1 or 2 six-foot tables. The tables should be set up prior to the arrival of your sales representative.
- Electrical extension cord and an available outlet or power strip.
- Sound system with microphone to be set up 1/2 hour prior to kick-off assembly.
- Your sales representative will arrive approximately one hour prior to assembly start time.



Assembly Introduction

It is helpful to have the Principal start the assembly off with a few words and then introduce a member of the fundraising committee. The fundraising committee volunteers will be the faces that the kids and teachers will be seeing around the school while the fundraiser is in progress. The committee representative should do a short introduction of the fundraiser and include any special details, such as how the funds raised will be used (e.g. new technology, field trips, playground equipment). They will introduce and turn over the assembly to your Cherrydale Farms representative, who will go over all the specifics of how the fundraiser will run and what prizes the students can earn.



Kick-Off Assembly

- ▶ Purpose of the Fundraiser ~ What the goal is and how it will benefit everyone in the school.
- What is the Fundraiser ~ Go over the fundraiser packet information and timeline.
- ➤ Safety Rules ~ Direct students to only sell with parent permission and help. NO DOOR TO DOOR selling!
- Rewards ~ Showcase all the incentives for participation in the fundraiser.

The kick-off assembly is only the **start!** Now you have about two weeks to keep it all front and center to ensure a successful fundraiser. Reminders and Announcements that provide recognition and **bonus** rewards will keep the attention and encourage participation. Have **fun** with your fundraiser! When the kids can **see** and **feel** everyone having **fun** while fundraising....they will **want** to get involved and help. Making it **fun** will result in a **very** successful fundraiser!



Step 3 • During the Fundraiser



C.R.I.S. 24/7 Access ~ Your Account Information Online

- What is our balance?
- How much did we make?
- Can I check the status of orders?
- Who was the top seller?

All of these questions and more can be answered through www.cherrydale.com. Five days before your sale starts, you will receive an email with your account code and pin number that will allow you 24/7 access to your fundraiser information via the internet. See sample email on page 18. Simply go to www.cherrydale.com and click on "Chairperson Log-In." All of the reports are Microsoft Excel based and can be downloaded, manipulated and printed.



Surplus Selling Materials

Establish a visible location in the front office to place extra seller packets, order forms and catalogs.



Communication

- Morning Announcements
 - On the Day of the Kick-Off:

Extra order forms and brochures are in the office for our fundraising sales for anyone needing extras.

Four Days After Kick-Off:

Our sale is almost half over. Make lists of people to contact and people to help your sale

Friday Before Second Weekend:

This is your last weekend to sell! Be sure to sell big so you can earn big prizes and raise funds for ______. Orders are due on ______.

• On the Day Orders Are Due:

Orders and money are due today. If you forgot, please turn your order in tomorrow.

• On the Day After Orders Are Due:

It's not too late to turn orders in. Please bring them tomorrow.



Step 3 • During the Fundraiser ~ continued



Communication ~ continued

- Morning Announcements continued
 - On the Last Possible Day to Turn in Late Orders:
 It's still not too late to turn your orders in. Please bring them in NOW.

Faculty

- Talk with teachers and office staff about any issues or questions that come to them.
- Be a cheerleader and strong advocate of your fundraiser.
- Encourage teachers and staff to be involved and promote the benefits of the fundraiser.
- Thank teachers and faculty for their assistance and support of your fundraising effort.

Kids

- Enthusiastic daily announcements highlighting any special incentives and promoting the fundraiser.
- Interact with the kids in fun ways during the entire selling time.
- Support enthusiasm and interest by answering any questions they have about the fundraiser.
- When students tell you they "can't" sell anything, remind them about emails for online shopping.

Parents

- Copy and send home provided reminders/notices in a timely manner.
- Send short, simple emails to parents highlighting special details of your fundraiser.
- Use the school's auto call system to highlight your fundraiser.
- Use all social networks available to spread the word about your fundraiser.



Prepare for End of Sale: Order Turn-In Day

- Establish meeting location and time for initial order processing and coordinate with the committee.
- Plan for 3-4 hours for initial order collection and processing with 4-6 committee assistants.
- Schedule 1-2 subsequent "mini" processing days for the processing of late orders and finalizing your entire school order before sending to Cherrydale Farms.
- Complete one large Classroom Order Envelope for EVERY classroom. You must fill in the sections for School Name, Teacher Name, Grade and Room Number.
- Announce the End of Sale and Order Turn-In Day on your school marquee.



Step 4 • Order Processing



Helpful Items for Order Processing

Classroom Rosters Extra Order Forms Large Classroom Envelopes Post-it Notes Calculators Adding Machines Rubber Bands Paper Clips Copies of Discrepancy Notices Bank Deposit Slips



Order Collection

On order turn-in day, be prepared to collect and process **ALL** orders received. There are a couple of different ways to efficiently collect Order Takers at the end of your fundraiser:

- Teachers Collect
 - Students turn in Order Takers to their teachers; then, committee volunteers go around to each classroom and collect.
- Order Collection Container
 - Place a LARGE and visible container with a sign reading "Fundraiser Orders HERE" in the front office for students to turn in Order Takers.

Helpful Suggestion: For the week following the end of your sale, do morning intercom reminders with instructions for any remaining orders to be sent to the main office. There will be cash and checks contained in the order envelopes, so keeping orders in a secure location is very important.



Order Processing & Send In

- ➤ Keep all Seller Packets grouped together by classroom and organized into grade order, and process orders one classroom at a time.
- Use your Classroom Roster and as each classroom order process is complete, check the classroom off the Roster to ensure orders have been received and processed for EVERY classroom.



Step 4 • Order Processing ~ continued



Order Processing & Send In - Continued

- Complete one order at a time and ensure student and teacher names are clearly filled in on each student order form. Be sure to keep any orders with multiple pages from same student secured together.
- Count money submitted with each order and write the dollar amount received in the box located at the bottom left corner of the order form: "For Chairperson Use ONLY". The amount written in here will be used as verification of the money (cash & checks) received with the order to the actual order TOTAL at time of order entry.
- ➤ If you notice an obvious discrepancy while processing an order, complete a "We Need Your Help" notice to send home with the student. (Sample in "Forms ~ Notices" section of this manual.)



Helpful Suggestions

- Write student name on memo line of each check received, to more easily handle in case of any returned check for NSF (non-sufficient funds).
- Make deposits each day to ensure all checks clear prior to delivery.
- Submit only the **TOP WHITE COPY** for processing. You keep the yellow copies for your records.
- Paper clip **WHITE COPY** of the processed order to the front of correct Large Classroom Envelope until all orders are ready to be sent to Cherrydale Farms for order entry.
- ➤ Just prior to orders being sent off, count the total number of orders for each classroom, write that number in the box on the front of each Classroom Envelope and place all **WHITE COPIES** inside.
- Sort all Classroom Envelopes in grade order–(K, 1, 2, 3, 4, etc.) and place the envelopes into the UPS box provided. If a UPS label has not been provided, go to www.cherrydale.com and print a label. (See page 10 for instructions.)
- Prop off at any UPS location. Keep a copy with the tracking number, which is needed should it become necessary to track your package.

IMPORTANT

To ensure your delivery date is on time, orders **MUST** be sent to Cherrydale Farms on time, which is 1 week, to the day, after your sale end date. Any delay sending your orders in will delay your delivery date.



Step 4 • Order Processing ~ continued

Ready to Send Orders Back?





Step 5 • Delivery & Order Distribution



Delivery Preparation

- Organize 4-6 committee volunteers to help with delivery, sort and order distribution.
- Announce and advertise your delivery with send-home reminder notices, emails, school newsletter, school website, school marquee, posters, and social networks like Facebook and Twitter. (Reminder Notes can be generated on C.R.I.S.; see page 20.)
- On the morning of delivery, display BIG signs out in front of the school's entrance. Use easels to ensure all are easily visible to parents for morning drop-offs and afternoon pick-ups. Leave signs up all day!!



Delivery of Product

- Have all of your YELLOW copies of the order forms available at your delivery.
- ➢ If a specific delivery time is needed, we will do our best to accommodate a requested time frame, but cannot guarantee an exact time of delivery.
- In advance of the truck arrival, be sure to communicate with both the school office personnel and custodian about your delivery.
- When the shipment arrives, the driver will need to be directed to a delivery entrance wide enough to move pallets through, then to the area where your order sort will take place to drop the pallets. If there is no available entry for the pallets to be brought inside, the boxes will be brought into the building through the nearest door to the truck. Volunteers can help move the boxes to the sorting area; 2-3 people will be needed to assist in moving the product.



Order Sort

- Prior to the arrival of your order, generate Classroom Distribution Sheets and place them on the floor or walls in the distribution area.
- You can obtain Classroom Distribution Sheets on C.R.I.S.



Step 5 • Delivery & Order Distribution ~ continued

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|----------|------------------------------------|----------------------|------------------|
| Dat | Activity | \$ Amount \$ Balance | LINK |
| | Prior balance forward | -4.00 | |
| | Ready to send orders back? | -4.00 | click here |
| 15-Jul-1 | 3 Order received at home office | -4.00 | |
| 15-Jul-1 | 3 Order tally complete | -4.00 | Reports/Totals |
| 15-Jul-1 | 3 Order tally complete | -4.00 | View all Forms |
| 15-Jul-1 | 3 Contract receiving | -4.00 | Contract |
| | Classroom Distribution Sheets | -4.00 | Generate |
| 24-Jul-1 | Reminder Notes | -4.00 | Generate |
| 4-Aug-1 | 3 Friends and Family Email Summary | -4.00 | Run |
| | No balance due | -4.00 | statement |
| | No balance due | -4.00 | <u>statement</u> |

Leave approximately 3 to 4 feet in between Classroom Distribution Sheets for the order sort.





- All student orders are labeled with student name, teacher and order number.
 - When orders are sorted by classroom, all of the order numbers will be sequential.



Step 5 • Delivery & Order Distribution ~ continued



Order Sort ~ continued

- FIRST, organize and sort all catalog product orders into classroom groups.
 - Boxes that contain more than one student order inside will have several order labels on the outside of the box. Open ALL of the boxes that contain more than one student order. Each student's order inside will be individually labeled with the student name, teacher and order number.
 - Organize all catalog orders into NUMERICAL sequence BEFORE starting to sort any frozen orders (if applicable).
 - Once all "dry" product catalog orders are sorted in NUMERICAL sequence, sort the FROZEN orders into the same number sequence. Student orders that have dry and frozen products will be labeled with the same order number. Match both the "dry" and "frozen" orders together by placing one on top of the other.
 - "FROZEN ONLY" orders will need to have the original order form inserted into the order package, which can be found in the "Sponsor Box" that will come with the delivery.
 - Once all orders are sorted into numerical sequence, check through the entire sort to ensure all numbers are accounted for. If a number is missing, so is an order. This is rare, but helpful to know BEFORE order distribution begins.



Order Distribution

- Go through each classroom order sort and pull out all orders small enough for students to carry home. If possible, combine all products into one package for easier handling.
- On the ALL STUDENT ALPHA list, included with your paperwork or available on C.R.I.S., highlight the student names of all carry-home orders. This will be helpful in the event a parent comes to pick up an order; you can easily identify which orders were sent home with students.
- ➤ Before dismissal, have volunteers deliver all student carry-home orders to classrooms. Students simply take their order as they exit from class at the end of the day.
- Larger orders that cannot be carried home by the student should remain in the main delivery area sorted in the remaining numerical sequence by classroom teacher.
- At the end of the school day, right before dismissal, make an intercom announcement for delivery reminder!



Step 5 • Delivery & Order Distribution ~ continued

Intercom Announcement Example

Good afternoon, students! May I have your attention please. Today is delivery day for our fundraiser orders. If there was a fundraiser order delivered to your classroom with your name on it, please be sure to take it home TODAY!

If you participated in the fundraiser but there is no order by your classroom, it is because your order is too big for you to carry home. You will need your PARENT or GUARDIAN to come after school today and pick up your order BEFORE (6 pm).

Please remember to put any COOKIE DOUGH or FROZEN items into the FREEZER when you get home.

Thank you for your attention and for helping with our school fundraiser.



Orders for Parent Pick-Up

Have 1-2 tables set up for check-in. Parents will start to arrive for pick-up right at school dismissal, so be ready to distribute. It is helpful to have rolling carts/hand trucks available for large order pick-ups.

Check the ALL STUDENT ALPHA list to determine the order number. Have a volunteer and the person picking up go over to the order number in the sort, verify the correct name is on their order, and off they go. If the student's name is highlighted and/or the order number is not in the sort, this means it was delivered to their classroom.

- After school dismissal, have one volunteer go around and check all classrooms to ensure that all orders were taken home by students. Any orders left behind need to be returned to the main delivery area.
- Approximately one hour before the end of your delivery time, start making calls and leaving messages for any order not yet picked up. In your message you should be clear about how long you will remain at the school and where in the building they should go.
- Use a **RED** sharpie to mark orders where a call has been made (e.g. "got a hold of", "will be here at", "left message", "can't come today, need to put in freezer"). This is important so that all volunteers making calls can CLEARLY SEE whether a call has already been made and what the result of that call was.



Step 6 • FAQs

Q. What if a check is made out to the company and not our school?

Stamp with the school endorsement, mark them payable to the school and put through with the other checks.

Q. What do I do if an order is received and is short on the money turned in?

If you have received the majority of the money, go ahead and process the order and send home a "We need your help" form, and make notation of amount due on your **YELLOW** copy. If you do not have full payment by delivery, pull the order aside until payment is received.

Q. Will there be a copy of the order form in each student's order at delivery?

Yes! The original **WHITE** copy of the order form that was submitted to the company will be packed in each student's order. If the order was FROZEN only, the white copy of the order form will be returned in the Sponsor Box.

Q. What do I do if an order is turned in late after all orders have been sent off to the company?

From the time your orders are sent off, you will have 3 additional days to submit any late orders received. Please fax or scan copies and email them to your sales representative. Late orders received after 3 days from order submission will be handled on a case-by-case basis. Contact your sales representative for direction.

Q. What do I do with all the money that is turned in with the Seller Packets?

Deposit all money received into your group's bank account. Do not hold deposits as you want received checks to clear the bank ASAP in an effort to reduce the chances of NSF.

Q. When and how do I send payment to the company?

Prior to your delivery you will be sent a detailed invoice for what is owed to the company. To avoid any late fee penalty, payment needs to be made at delivery or within 10 days of delivery.

Q. What happens if something is missing or damaged from a student's order?

Use the phone number on the front of your reports (found in the Sponsor Box) to report anything missing or damaged.

Q. What happens if an entire student order is missing at time of delivery?

If an order is missing at delivery, check the order printout. If the student's name is not on the printout, check for a yellow copy. If you do not have a yellow copy, there probably was no order turned in.

Q. How long should I keep all of the fundraising paperwork and yellow copies of order forms?

Occasionally something may come up several weeks after your sale is over. It is a good idea to keep all yellow copies until the end of the school year.



Step 6 • FAQs ~ continued

Q. How will students get their prizes, and will online orders count?

- Prizes from prize brochures will usually come packed in each student's individual order unless you have requested that they be packed by classroom or bulk. If you are running a FROZEN sale, each prize will be labeled with the student's name, room and teacher, and all prizes will be packed by classroom.
- Online purchases will count toward earned prize levels. The student will earn credit from online sales until the sale end date. Your school will continue to earn credit year-round for any online orders purchased on your school's behalf. A credit for 40% of all online orders purchased on your school's behalf will be generated and applied to your account when the sale ends.
- > Bonus prizes will be delivered by the sales representative.

Step 7 • Forms ~ Notices

- Sample Cherrydale Banner Email
- Sample C.R.I.S. Email
- Copy of the Order Form
- C.R.I.S. Generated Delivery / Pick-Up Reminders
- Copy of Large Classroom Envelope
- Send home form Online Reminder Notice English/Spanish
- Send home form Fundraising Order Reminder English/Spanish
- Send home form We Need Your Help Order Discrepancy English/Spanish



Sample Cherrydale Banner Email

Emailed to the Sponsor 10 days before the start of the sale.



Cherrydale Online Sales

Banner Ads Boost Online Sales

Cherrydale Farms wants your fundraising program to be a great success! To help make this happen, we have developed Clickable Banners for you to post on the Homepage of your school website.

We have designed downloadable banners in 4 different shapes and sizes that will direct parents, teachers and children to your school's Cherrydale fundraiser.

You can also use the banners in: e-Newsletters, Parent emails, Student emails, Teacher emails & other online communications.

Download Instructions:

- Visit www.cherrydale.com. To see the available banners, click on Resource Center/Boost Your Online Sales
- Right click on the banner you prefer
- Choose "Save as..." to save the banner image to a folder on your PC
- Send the banner to your webmaster to place on your school homepage
- Link the banner to https://www.cherrydale.com





Sample C.R.I.S. Email

Emailed to the Sponsor 5 days before the start of the sale.



Thank You!...

for choosing Cherrydale Farms as your fundraising partner.

We look forward to helping you run a successful fundraising campaign. Should you have questions or issues at any time during your sale, please do not hesitate to contact us at (Sales Representative phone number)

Below is your login information to view your online sales information via our website. All reports are Microsoft Excel based, and can be downloaded, edited, and printed. And best of all, support is FREE - helping you easily manage your fundraiser.

Welcome

LAFAYETTE ELEMENTARY PTO

Your Group Information

Group Code: FRLAFBP
PIN: xxxxxx
Sales Rep: Karen Strong
Sale Dates: 19-Sep thru 9-Oct

To View your reports and information Go to www.cherrydale.com, click Chairperson Login and enter your group code and pin.





Sample Order Taker

| RDER FORM M RAISING FUNDS FOR: | | | | Chi | erry | | irms |
|---|------------------------------------|---|-------------|----------------------|--------------|--------------------------------------|--------------|
| SELLER'S LAST NAME | (Fill in Sc | hool or Organization name) SELLER'S FIRST NAME | 100 | SECTION AND ADDRESS. | _ | AMERICA'S FUNDINAISE PS TELEPHONE | |
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| | | | | | | | 1 40 |



C.R.I.S. Delivery Reminders

You can generate Delivery Reminder Notes on C.R.I.S. To generate:

- Go to <u>www.cherrydale.com</u>
- Click the Chairperson Log-In
- Enter your code and pin number
- Click Generate next to Reminder Notices
- Enter the date and time that orders should be picked up
- Click GO
- You can print the notices or save them to a file for future printing



Fundraiser Order Pick-Up

All orders must be picked up on time!

Order Information Pick-Up Details:

School Name: TEST ACCOUNT 2000.

Teacher: TALLY

Student: TEST, TALLY

Delivery Date: October 5th, 3:30 PM in the Gym

Thank you for participating in our fundraiser!

Protect your investment - pick up your items on time.



Classroom Envelope - Sample

CLASSROOM ENVELOPE

| | SELLER'S NAME | NUMBER OF ITEMS SOLD | TOTAL MONEY Due | TOTAL MONEY RETURNED | ✓ IF A PRIZE IS SELECTED | PLEASE COMPLETE THIS PORTION |
|-----|---------------|-------------------------|--------------------|-------------------------|--------------------------|---|
| 1. | | | | | | ROOM GRADE |
| 2. | | | | | | I I I I I I I I I I I I I I I I I I I |
| 3. | | | | | | |
| 4. | | | | | | TEACHER'S LAST NAME 1ST INT. |
| 5. | | | | | | |
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| 7. | | | | | | ORGANIZATION NAME |
| 8. | | | | | | ! ! |
| 9. | | | | | | |
| 10. | | | | | | NUMBER OF STUDENTS |
| 11. | | | | | | WITH ORDERS ENCLOSED |
| 12. | | | | | | |
| 13. | | | | | | This envelope was provided to make your project |
| 14. | | | | | | run as smoothly and efficiently as possible. |
| 15. | | | | | | PLEASE FOLLOW THE |
| 16. | | | | | | |
| 17. | | | | | | INSTRUCTIONS BELOW |
| 18. | | | | | | TO INSURE THE ACCURACY |
| 19. | | | | | | OF YOUR ORDER. |
| 20. | | | | | | Thank You! |
| 21. | | | | | | mank rou: |
| 22. | | | | | | DI FACE DOINT ALL INCODMATION |
| 23. | | | | | | PLEASE PRINT ALL INFORMATION |
| 24. | | | | | | Make sure a name is on each order. |
| 25. | | | | | | Make sure a prize is selected. (If applicable.) |
| 26. | | | | | | 3. Write the number of students with orders |
| 27. | | | | | | enclosed in this envelope in the box above. |
| 28. | | | | | | 4. Place each student's order inside the |
| 29. | | | | | | envelope. |
| 30. | | | | | | |
| 31. | | | | | | 5. Follow the instructions of your fundraising |
| 32. | | | | | | chairperson. |
| 33. | | | | | | These simple steps will help tremendously |
| 34. | | | | | | in the processing of your order. |
| 35. | | | | | | OPTIONAL |
| 36. | | | | | | You can list each student's name |
| 37. | | | | | | and amount sold or wait for your computerized |
| 38. | | | | | | printout that will be delivered with your orders. |
| 39. | | | | | | We suggest you only list students with orders. |
| 40. | | | | | | |

Fundraising Chairperson: DO NOT SEND CASH OR CHECKS TO CHERRYDALE FARMS IN THIS ENVELOPE.







Our Fundraiser is going on Now! Invite all your Friends & Family to help our Fundraiser with

Online Shopping and Direct to Home Shipping!

Online purchasing is an EASY way to support our fundraiser. Creating a seller account is simple and Informational emails are automatically sent to everyone that you want to inform about our fundraiser! Your supporters will love the shopping convenience of paying for their online purchases with a debit or credit card. All online orders ship direct to the purchaser ~ so no money for you to collect and no order for you to deliver! FREE shipping for qualifying orders!

Online purchases are credited to your child for all Prizes and our school will earn the Profits!

Fast & Easy Fundraising ~ 1, 2, 3!

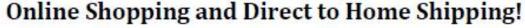
- 1. Go to cherrydale.com and click on "Sellers-Log-in"!
- 2. Create a personal "Seller Account"
- 3. Informational emails automatically sent to all your Family & Friends!

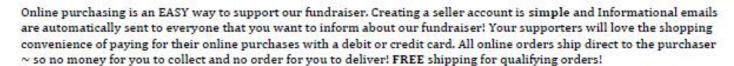
Online order deadline:



Fundraiser Online Order Reminder

Our Fundraiser is going on Now! Invite all your Friends & Family to help our Fundraiser with





Online purchases are credited to your child for all Prizes and our school will earn the Profits!

Fast & Easy Fundraising $\sim 1, 2, 3!$

- Go to cherrydale.com and click on "Sellers-Log-in"!
- 2. Create a personal "Seller Account"
- 3. Informational emails automatically sent to all your Family & Friends!

Online order deadline:



Recordatorio de ordenes por Internet

Empieza a Recaudar Fondos Ahora! Invita a tu Familia & Amigos a que te ayuden

Comprar por Internet y Envios Directamente a su Casa!



Comprar por Internet es FACIL para ayudar a recaudar fondos. Crear una cuenta es muy facil correos electronicos son automaticamente enviados a las personas que quieras mandar! Tus ayudantes amaran la convenencia de pagar por su orden con una tarjeta de debito o de credito. Todas las ordenes por internet seran mandadas directamente a su casa \sim no tienes que colectar dinero o ordenes! El envio sera Gratis para ordenes que califican!

Toda orden por internet dara credito a su niño para Premios y su escuela ganara Dinero! Recaudar Fondos es Rapido y Facil; $\sim 1, 2, 3!$

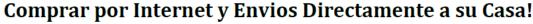
- 1. Anda a cherrydale.com haz click en "Sellers-Log-in"!
- 2. Crea una cuenta personal "Seller Account"
- 3. Correos electronicos con informacion seran enviados a tu Familia & Amigos!

Ultimo dia para ordenar por internet:



Recordatorio de ordenes por Internet

Empieza a Recaudar Fondos Ahora! Invita a tu Familia & Amigos a que te ayuden





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- Crea una cuenta personal "Seller Account"
- 3. Correos electronicos con informacion seran enviados a tu Familia & Amigos!

Ultimo dia para ordenar por internet:



Our Fundraiser Is Coming to a Close....Please help reach our Goal!

Turn In All Paper Orders and Payment Due:

It's not too late ~ There is still a way you can get involved and help! Invite all your Friends & Family to shop online!

Online ordering deadline is:





Fundraiser Order Reminder

Our Fundraiser Is Coming to a Close....Please help reach our Goal!

Turn In All Paper Orders and Payment Due:

It's not too late ~ There is still a way you can get involved and help! Invite all your Friends & Family to shop online!

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Turn In All Paper Orders and Payment Due:

It's not too late ~ There is still a way you can get involved and help! Invite all your Friends & Family to shop online!

Online ordering deadline is:







Recordatorio De Ordenes

Nuestra Venta Esta Terminando....Por Favor Ayuden a Alcanzar Nuestra Meta!

Olvides!

Devuelva las Hojas de ordenes y el Dinero el Dia:



No es tarde ~ Todavia hay manera de ayudar!

Invita a tu Familia&Amigos a comprar en la pagina web!

Fecha limite para ordenar en Inernet:



Recordatorio De Ordenes

Nuestra Venta Esta Terminando....Por Favor Ayuden a Alcanzar Nuestra Meta!

Devuelva las Hojas de ordenes y el Dinero el Dia:

No es tarde ~ Todavia hay manera de ayudar!

Invita a tu Familia&Amigos a comprar en la pagina web!

Fecha limite para ordenar en Inernet:



Olvides!

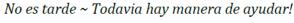




Recordatorio De Ordenes

Nuestra Venta Esta Terminando....Por Favor Ayuden a Alcanzar Nuestra Meta!

Devuelva las Hojas de ordenes y el Dinero el Dia:



Invita a tu Familia&Amigos a comprar en la pagina web!

Fecha limite para ordenar en Inernet:



Olvides!







| Parents of: |
|-------------|
|-------------|

Thank you for supporting our recent fundraising project!

When processing your order we found a small discrepancy and need your help to resolve the issue. Please help us insure that your order is correct by reviewing the listed issue below. Please return this notice along with the requested information. Immediate response is necessary to continue processing your order.

| If you have questions, please call us at: | |
|---|--|
| Your order discrepancy is: | |
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| | |
| | |



| Parents of: |
|---|
| Thank you for supporting our recent fundraising project! |
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| If you have questions, please call us at: |
| Your order discrepancy is: |
| |
| |
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| |







Los Padres de:

Gracias por ayudarnos a recaudar fondos!

Cuando procesamos su orden encontramos un pequeño error . Por favor ayuden a ver cual es el problema en la parte de abajo. Por favor devuelva esta pagina con la informacion indicada. Respuesta inmediata es necesaria para continuar con su orden.

Si tiene cualquier pregunta, por favor llame a :

Su Error es:

| Necesitamos su ayuda! Por favor responda para procesar su orden | Los Padres de: Gracias por ayudarnos a recaudar fondos! Cuando procesamos su orden encontramos un pequeño error . Por favor ayuden a ver cual es el problema en la parte de abajo. Por favor devuelva esta pagina con la informacion indicada. Respuesta inmediata es necesaria para continuar con su orden. |
|---|--|
| | Si tiene cualquier pregunta, por favor llame a : Su Error es: |



Every 5 emails sent to Friends & Family through cherrydale.com earns 1 entry to win awesome prizes — including an iPad mini or a Google Chromebook!

There is no limit to the number of emails. No purchase is necessary in order to participate in the Cherrydale Fundraising Send & Win Promotion. See our website for official rules and list of winners. Winners are chosen at random. Prizes are subject to change.

PRIZES MAY INCLUDE:

Google Chromebook



iPad Mini



amazon.com











Best wishes as you undertake this important project for your organization. We are pleased that you have selected Cherrydale Farms as your fundraising partner. Please feel free to call us at

1-800-333-4525 if you have any questions.

Thank you.

