

ORGANIZATIONAL LEADERS and Club Committee Chair 2018-2019

This is your product sales information packet. Information included:

1. Why we have a fundraising project.
2. Sales dates, October 1-November 4.
3. Two fundraisers at the same time: Red Wheel and The Sweet Granada.
4. **Member Summary forms** (one for Red Wheel and one for The Sweet Granada) for 4-H member. If you need more summary forms, contact Salina Extension Office.
5. For information about any of the products, please refer to the brochure. There should be enough copies for the Organizational Leaders and Committee Chair(s) to have one.
6. **DUE Thursday, November 8, Noon:** Club Summary Sheets (one for Red Wheel and one for The Sweet Granada) with product **orders and money**. No late sales accepted. Excel spreadsheets will be available online (<http://www.centrankansas.ksu.edu/4-h>, click on Organizational Leaders). As soon as they are posted to the website, an email will go out to the Organizational Leaders Listserv.
7. Saturday, December 1, delivery day. **Each club needs 1-2 individuals to assist with unloading and distributing products at 9 a.m. at College Center Conference Room (where Council meets) on the K-State Polytechnic Campus.**
8. Pick-up product at 10-10:30 a.m., Saturday, December 1.

ORGANIZATIONAL LEADERS:

Please share this information with the person in charge of fundraising or the club fundraising committee.



Central Kansas
District

How you can help and encourage club member participation:

1. Please sell to your relatives, co-workers, neighbors, and friends. If you have sold for another organization and your customers liked the product we encourage repeat sales. Remember who you sold to last year many wanted more items after the sales. Encourage the 4-H members to sell.
2. We will be distributing all items on **Saturday, December 1**. Each club needs to have 1-2 representatives present at 9 a.m. to assist in unloading and product acceptance between 10 a.m. and 10:30 a.m. at the K-State Polytechnic College Center Conference Room (where Council meets).
3. **Club Summary sheet and money must be turned into the Salina Extension by noon on Thursday, November 8. The Club Summary sheet will be available online. You will need to either print the Club Summary Sheet or email it to the Salina Extension Office. This will be the final count from your club. Orders will be placed from the Club Summary sheet. No late orders accepted.**
4. Provide the Extension Office with names of 4-H member who individually sold \$300 or more worth of products. Please complete the attached form and return to the Extension Office by noon on Thursday, November 8.
5. **4-H members are to have the customer pre-pay.** The 4-H member is to deliver the product to the customer on December 1. Checks may be made payable to “CKD 4-H Council.”

Final Check:

Sale Date: October 1 – November 4, 2018.

4-H member must write orders on summary sheet and collect money at that time. **Member Summary form and money must** be given to the club’s representative on or before Sunday, November 4.

Final counts DUE to club on November 4. No late orders accepted.

Club representative must complete the club summary sheet with the club’s products. This form will be used to order the club’s total products. Please check for accuracy.

Club representative must turn the **Club Summary sheet and money into the Extension Office, Thursday, November 8, Noon**. Product number and money must balance. Make copies of the 4-H Members summary forms, however do not turn in the individuals’ forms.

Clubs will be responsible for insufficient funds from products sold from their club members.

On December 1, **each club needs 1-2 representatives** to assist with unloading and distributing products at 9 a.m. at the K-State Polytechnic Campus College Center Conference Room (where Council meets).

Products will be available between 10 a.m.-10:30 a.m., at the College Center Conference Room (see above). Clubs are responsible for distributing products among members.

4-H members are responsible for delivering product to the customer.

Club orders are pre-packaged by Red Wheel from the Club Summary sheet provided to Extension Office.

Club accepts all products ordered. No additional product available or exchanges or refunds.

All Red Wheel product must be picked-up on Saturday, December 1, between 10 a.m. – 10:30 a.m.

QUESTIONS???? CONTACT: Salina Extension Office, 309-5850.

The more items we sell, the more profit we make! Our goal is 1500 items!

2018 Fundraiser Sales

\$300+ Salesperson(s) for Ride Around Town to See Holiday Decorations

Club: _____ *(to be completed by Organizational Leader)*

4-H'er Name (individuals only)	Dollar Amount Sold

Individual Incentives:

- **\$300+ Salespersons for Ride Around Town to See Holiday Decorations**
- **Top Sellers 1-10 (with sales over \$300) receive:**
 - 1) \$100 scholarship to a 4-H related event/activity or college scholarship
 - 2) \$75 scholarship to a 4-H related event/activity or college scholarship
 - 3) \$50 scholarship to a 4-H related event/activity or college scholarship
 - 4-10) \$25 scholarship to a 4-H related event/activity or college scholarship

Fundraiser Club Representative(s): _____

Phone number: _____

**Please return this form by Noon, Thursday, November 8,
to the Salina Extension Office.**