

# **EDGEWATER CREW POINSETTIA FUNDRAISER**

## **DETAILS**

- Order Form and Total Order Payment due **Friday, November 1st**
- Poinsettias arrive at boathouse between the 2-5th of December (TBD)  
(must be picked up between 5-6pm)
- Rower is responsible for collecting orders and payment, and for delivery to their customers

## **Ordering**

You sell the plants to family, friends, neighbors, coworkers, etc. Attached are photos of the poinsettias and a sales graphic below that you can share on social media. Keep track of your sales on this google [spreadsheet](#). The spreadsheet is a 'view only' document, but if you make a copy, it will be your own form that you can fill out. You will only need to fill out the name of the customer and the number of pots they ordered, and the total prices will populate. At the bottom of the spreadsheet is the breakdown of the rower credit you will receive per pot - that amount will also populate in the spreadsheet as you add orders. All orders must be turned by **November 1st**. You can just email me your total number of each pot size and color.

## **Payment**

You handle the complete ordering and payment process for your customers. They will pay you for the poinsettias however you'd like to take the payment (cash, check, venmo, etc) and then you will pay the club one total payment for all of the orders you collected by **November 1st**. That single total payment can be made **by check or money order made out to ORA**.

## **Delivery**

The team orders will be delivered to the boathouse between December 2-5 (TBD). All orders will need to be picked up after practice by 6pm. Make sure you bring a vehicle large enough for your order. We will ask for volunteers at the end of November to help get the bulk order sorted out into rower orders. It is your responsibility to deliver your orders to your customers.

*\*ORA is not responsible for lost or damaged poinsettias.*