

# FPS/CmPS Fundraising Project

## Student Instructions

The FPS/CmPS programs do a couple major fundraisers during the year. The first one is selling Minnesota Holiday Evergreens which is done before Thanksgiving. We also sell the FPS Discount Cards which is typically in January. Money raised from these projects is credited toward each student's account and will be used in the future to help defray costs of the CmPS program, FPS mini bowl, State Competition at UNK, and International Competition for qualifying students.

Today you have received the greenery order form. Here are some important notes about this fundraiser:

- 1 Students can begin selling greenery to neighbors, friends, family, etc. as of today.
- 2 You must collect the money at the time of the order. Checks should be made payable to Aurora FPS. This is noted on the form. Prices are not in the brochure - they are on the order form.
- 3 The product columns should indicate the number of items ordered. The final four columns should indicate dollars. The donation only column is for those customers who do not want greenery but simply wish to give a donation to our program or round up their purchase price.
- 4 Students will be the ones delivering the greenery back to customers so please get enough information to be able to do this. Deliveries will be around Thanksgiving.
- 5 The contact info in the upper right corner of the order form is very important. The delivery date is not set and we will need to notify everyone once we know a ship date.
- 6 Order forms must be totaled in each column and the Total Amount Due column must agree with the money you collected.
- 7 Order forms and money must be returned to your FPS Instructor by Monday October 31 so that you have Fall Break to sell. We absolutely need these by Oct 31 and NO LATER. Please turn them in earlier if at all possible.
- 8 Greenery will then be delivered to a location in Aurora (yet to be determined) prior to Thanksgiving. Students will be required to pick up the items there that they sold during pickup dates and times that will be established once we know the delivery date. We will make a copy of all order forms and then students will be given back their original order form with their items for use in their delivery to customers.
- 9 If you have questions, please contact Sonja Cattau 402-631-7413, Cami Knust 402-631-8458 or Joni Oswald 402-694-8573