

# CHAIRPERSON'S CHECKLIST



2019 FALL FUNDRAISING

Thank you for choosing to use Veseys Fundraising Program for your organization's fundraising project. We are confident that your customers will appreciate the quality of products you are selling. In fact, we guarantee it! Every selection in our 16 page catalog is guaranteed to meet with your approval upon delivery or we will replace it free of charge.

Enclosed in your shipment of materials you will find the following:

- Our 16 page color Catalog (one for each member), which contains photos, descriptions and prices of all the items you are selling.
- Payment Collection envelopes for each person in your group. Have your members complete the information on their envelope.
- 2-Part Order Forms for each member in your organization. When they complete their sales have them return the top (white) copy to you along with their money and have them keep the bottom (yellow) copy as a record of their sales.



As the Chairperson, we have included the following materials to assist you with your campaign:

- Master Order Form - this is also a 2-Part Order Form - send the top (white) copy to Veseys along with your payment and keep the bottom (yellow) copy as a record of your full order. We've included two copies ... just in case you make an error when completing the form.
- PAY ONLINE** - We now have an online Master Order form available at [www.veseys.com/fundraising](http://www.veseys.com/fundraising) for those of you wishing to pay by credit card. Simply go to our web site to find our Fundraising Online Order Form.
- Postage Paid Return Envelope to use when sending your order to Veseys. If using the Business Reply Envelope make sure that it has been mailed early enough to meet our Order Deadline Date of Oct. 15th. **Some customers choose to send their orders by courier as regular mail can take from 7 - 14 days.**
- The Chairperson's Checklist which you are currently reading.
- Tips for a Successful Fundraiser (2 copies in case you are Co-Chairing the project).

The full color catalog was designed to help your organization in promoting your fundraising efforts. Every member of your volunteer sales team should be given one of these catalogs along with an Order Form and a Payment Collection Envelope. They can keep track of their sales on the provided order forms and some of your top sales people will likely come back to you looking for additional copies. Feel free to contact us at any time should you require additional Catalogs, Order Forms or Payment Collection Envelopes.

As you get closer to your order deadline of Oct. 15th, ask each seller to verify that their orders and payments match in terms of products ordered and money collected. Your customers should provide cheques payable to your organization and you will eventually write a single cheque made payable to Veseys Bulbs.

When you are completing your Master Order Form please note that the first line of the order form asks for how many Delivery Bags you will need. These Delivery Bags are FREE and you should order as many as you will need to individually bag every order you have received.

Please make sure that the address to which you would like to have the products delivered is clearly indicated on the Master Order Form and that this is an address that can receive postal deliveries during normal business hours. It is best to avoid Post Office Box addresses as the product could end up sitting for several days at the post office while they attempt to contact you with a pick up card. The majority of our items are live products and as such they should be delivered to your customers shortly after you have received them.

Veseys will process your order as soon as it arrives but keep in mind that we do not commence shipping until mid-September when the bulb products have arrived from Holland. Your product will be packed in appropriate shipping cartons and each item is prebagged with a full color photo on each label along with detailed planting instructions.

If at any time you have any questions concerning the program please call us at 1-800-363-7333 and ask for Tracey Clarke. Tracey can also be reached by email at [tclarke@veseys.com](mailto:tclarke@veseys.com)



PO Box 9000, Charlottetown, Prince Edward Island C1A 8K6 1-800-363-7333 [www.veseys.com](http://www.veseys.com)

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