

Trojan Belle Poinsettia Sale

2023 INSTRUCTIONS



SELLING PERIODS: Mon, Sept 4 - Sun, Sept 17 (money due Mon, Sept. 18)
Mon, Oct 9 – Sun, Oct 22 (money due Mon, Oct. 23)



SELLING:

1. Have the customer fill out the [jotform](#).
 - Belles can fill out the form on behalf of a customer who wants to pay with cash or check
 - Payment is collected online with a debit card, credit card, or paypal, unless your customer wants to pay you directly with cash or checks. Ensure checks are made payable to AHS, with 'Belles' in the memo line. There is no additional fee to pay online.
 - For cash or check payments, enter the coupon code "cash/check" and you will be able to submit your order without entering card information.
 - Your customer is sent a receipt through jotform, complete with Belle's contact info, what was ordered, and payment info.
 - Your belle will get an email forwarded to her for each sale. These emails are not automatic, so have her check once a week.
2. Enter sales into your individual Poinsettia Recording Sheet (google doc link provided to your Belle in a separate email).

END OF EACH SELLING PERIOD:

1. **Enter sales into your individual Poinsettia Recording Spreadsheet** in google doc if you haven't already done so.
2. **Fill out appropriate Order Summary Sheet**
3. **Confirm that checks are dated within the sales period.** If not, try to carefully change the date on check, with purchaser's approval. If unable to change the date, exchange the check at the bank for a cashier's check. ****This is very important!**
4. **Write a personal check for any cash you may have received.**
5. **Reconcile your actual orders & payments with your Google Recording Spreadsheet.**
 - Confirm that actual total sales amount matches your Order Summary Sheet AND the total sales amount in Google spreadsheet.

- Confirm that the actual total number of each size and color of plants sold matches your Order Summary Sheet AND totals of each size and color in Google spreadsheet.
6. **Make a copy of all checks.** It is okay to have multiple checks on one page, just make sure all info is visible. Staple the copies together and **write Belle's name** on the front copy.
 7. **Paperclip the original checks to the front of the copies.** **Check printer/scanner to make sure you didn't leave any checks**

TURNING IN ORDERS AND MONEY:

Put the following in an envelope, to be turned in at the BEGINNING of practice on due dates (9/18/23 & 10/23/23):

- Order Summary Sheets
- Copies of checks
- Original checks
- Poinsettia Recording Sheet in google drive

POINSETTIA DELIVERY:

WHEN: Friday, **December 1st**, in the morning, exact time TBA but usually ~7:00 AM

ALL HANDS ON DECK!

WHERE: St. Matthews Episcopal Church (across from Anderson)

We will need a large crew of volunteers to help unload and organize the plants prior to parents picking them up. Volunteers will be able to take their plants first before anyone else is allowed to take them. Time TBA. **Please plan on delivering your plants as soon as possible!**

Questions: contact the Poinsettia chairs:

Mary Collins	(512) 560-2425	mshookcollins@gmail.com
Chris Collins	(512) 905-7905	ccollins46@gmail.com
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