

Trojan Belle Poinsettia Sale

2021 INSTRUCTIONS



SELLING PERIODS: Mon, Sept 6 - Sun, Sept 19 (money due Mon, Sept. 20)

Mon, Oct 4 – Sun, Oct 17 (money due Mon, Oct. 18)

****Per UIL rules, ALL sales begin at 9am on the first day of each selling period - no 'pre-sale' calls or emails. *Checks MUST be dated within the selling periods***

SELLING:

***ALWAYS check the **Business Customer List** (google doc link provided in separate email) before approaching a business. It's important so we don't have multiple people approaching the same places.*

1. **Fill out an Order Form** for each order, to be kept for your own records. You will need these forms for delivery but you will NOT turn them in.
2. **Collect payment.** Ensure checks are made payable to AHS, with 'Belles' in the memo line. ****Confirm check is dated within the appropriate selling period (see dates above.)**
3. **Give each customer a Receipt**, complete with Belle's contact info, what was ordered, and payment info.
4. **Enter sales into individual Poinsettia Recording Sheet** (google doc link provided in separate email).
5. ****Keep Order Forms for use during delivery.**

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** - YELLOW Summary Sheet for 1st sales period and GREEN Summary Sheet for 2nd sales period (see sales periods above.)
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 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.** Write ONE check for the TOTAL amount of cash you received, regardless of the # of cash orders you 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 appropriately-dated yellow envelope, to be turned in at the BEGINNING of practice on due dates (9/20/20 & 10/18/20):

- Order Summary Sheets (yellow & green sheets)
- Copies of checks
- Original checks
- Poinsettia Recording Sheet in google drive

POINSETTIA DELIVERY:

WHEN: Friday, **December 3rd**, in the morning, exact time TBA but usually ~7:30 AM

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:

Denise	(512) 689-8335	denisemm@utexas.edu
Suzanne	(512) 217-0782	suzanne78750@gmail.com
Sara	(512) 922-5762	sara_brooke530@yahoo.com