



Tucson Girls Chorus 2018 Evergreen Fundraiser

Dear TGC Families,

The Greenery fundraiser is a wonderful opportunity to fulfill your fundraising goal (each choir has a different fundraising minimum). Families can participate in two ways: 1) using brochures and packet materials to sell in person or 2) online option where buyers can purchase through the Sherwood Forest Farms website (see online instructions below). All orders must be completed (including in person and/or online) by the week of October 23rd on your daughter's choir rehearsal date.

How fundraising is applied:

- For each item sold, **\$10.00 of each item will be credited** to your daughter's fundraising account.
- The rest of the item cost goes towards purchasing the greenery item(s).
- **NOTE:** The combined total amount of greenery items sold does not get credited to the fundraising account. (\$10.00 per item sold is credited to the fundraising account.)
- **NO CASH ORDERS PLEASE. Credit Cards or Checks acceptable form of payments.**
- If your daughter is in a touring chorus (Mariposa/Jubilate/Advanced), once the fundraising minimum is met, any extra funds are credited to your daughter's individual tour account.

Greenery brochure:

- **Local Group Delivery Items (GREEN items in brochure):** These items are available for purchase and delivered to the TGC. Families must pick up orders upon arrival to the TGC and deliver them to their buyers. Please keep a copy of your order form!
- **Direct Delivery Gift Items (RED items in brochure):** These items are available for purchase and Sherwood Forest Farms directly delivers items to the buyers for an additional cost. **NOTE:** Each **Direct Delivery Gift Item** must have a shipping label (provided in this packet) – even if there are multiple items going to the same location.

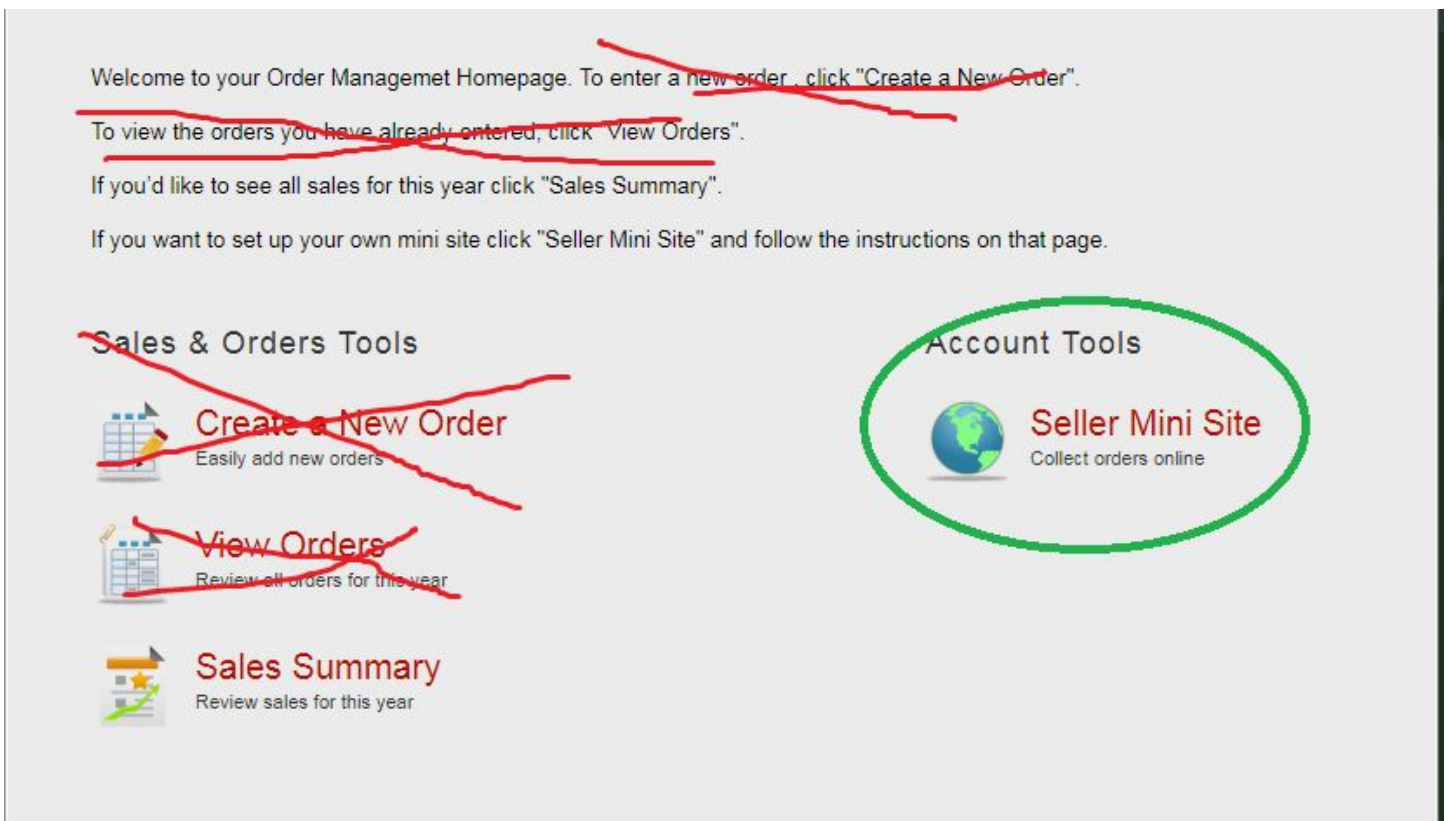
NEW! Online orders can be placed through a “mini” website created by you!

(This information will also be emailed)

Sherwood Forest Farms has a very powerful and easy to use website that can allow you to create your own “mini” website that can take orders online. Everyone who participates in the online sales using the Sherwood Farms website must create a “Seller Mini Site.” See set up directions on the next page.

Setting up your own mini-website is very easy. Follow these steps:

- Click on this link:
<http://util.sherwoodforestfarms.com/users/register/regcode:3fa230caa6>
 - Enter your email (parent email)
 - Enter your **daughter's** name for First Name and Last Name fields
 - Enter a password that you must remember to log back in and check status of orders
 - The registration code should be filled in already--if it is not there it is **3fa230caa6**
 - Click **Submit**
- The next page should look like this (without the red Xs and green oval):



- **DO NOT** use the "Create a New Order" option. Any orders not processed through the Sherwood Farms website should be written down for your records. (For example, you have taken orders in person from people in your neighborhood.)
- You will now create your own "mini-site" that will have its own unique link--you can email this to all of your friends, and they can place credit card orders online. Create the mini-site by clicking "Seller Mini Site."
- **CREATING THE SELLER MINI SITE**
 - **Please make note of the password that you created! TGC staff will not be able to retrieve your password.**
 - Follow the instructions on the next two screens
 - Seller's name is your daughter's name - important!

- Add text to the “About Seller” or “Placeholder” field on your minisite: It could be something about you or your daughter, or you can place in the following:
 - *If you live in the Tucson area, please order from the "Local Delivery Items."*
If you live outside of the Tucson area in the 48 contiguous states, please scroll down and order from the "Direct Delivery Gift Items" section.
- If you wish to upload a photo, make sure it is smaller than 2MB. If larger then the photo will appear blank.
- When you are finished, a unique URL (Webpage Link) will be shown on the next screen. Copy and paste this to send to your friends.

Your screen should look something like this:

Set Up Your Minisite

Write a short description about yourself and why you are raising funds for your group. Remember to thank your customers for their purchase.

Seller Name

About Seller (About. 200 Letters)

See instructions above

Phone

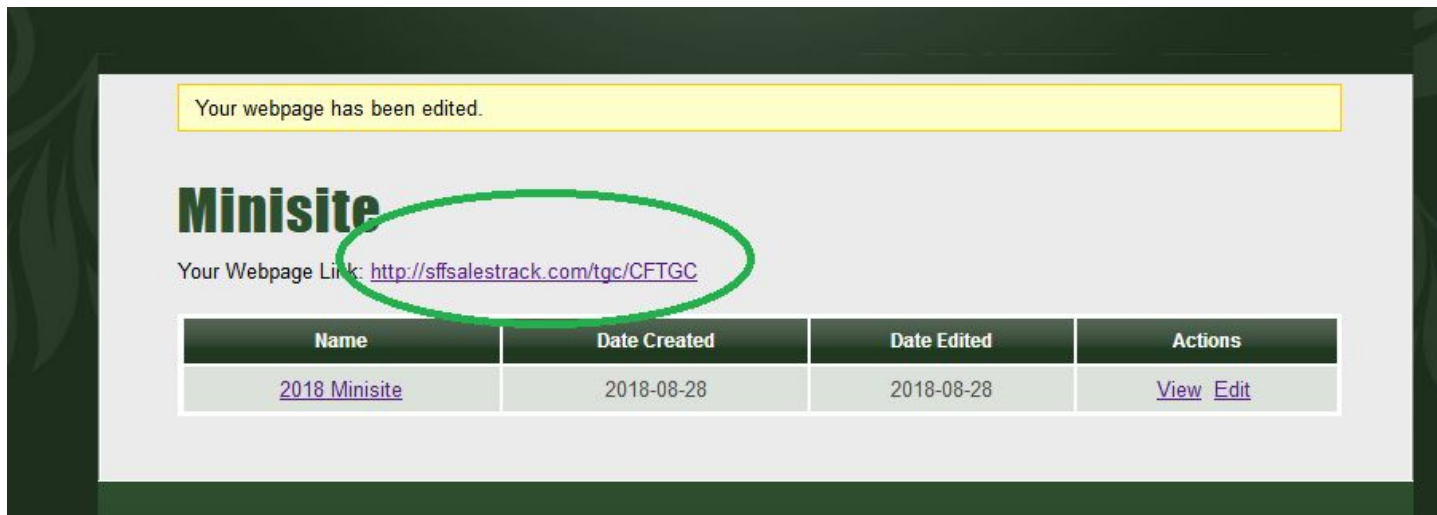
Email

Website Name

***Website name should be letters and numbers only (no spaces), with letters first

Upload Logo (Max:2M)

Here's the screen you'll see after you click Save (the new minisite URL is circled in green in this picture):



If you would like to offer friends the opportunity to just simply donate to your fundraising obligation

You can send them the following link: <https://form.jotform.com/81615758618164>.

Please note that donations made towards a specific singer (be it for fundraising, tuition, tour, or other) is *not* tax deductible.

What to submit on the Due Date (Brochure orders):

- What to turn in on due date: Place orders in the manila envelope provided with your daughter's name:
 - Completed Order form (make sure you tally your order and monies match the items)
 - Payments (checks/money orders/credit card slips). Remember: **NO CASH** accepted.
- Please keep a record of your hard copy orders so you know who to deliver orders to when they arrive.
- Make sure the chorus member's name is included on the form so we can give proper credit to account.
- **IMPORTANT!** Checks and/or money orders must be made out to the Tucson Girls Chorus.

- Include shipping labels for **Direct Delivery Gift Items only** (**RED** items in brochure).

Order due dates: NO LATE ORDERS ACCEPTED!

- **Ladybugs, Hummingbirds, and Jubilate: Monday, October 22nd**
- **Bumblebees (optional) and Mariposa: Tuesday, October 23rd**
- **Advanced: Thursday, October 25th**
- Sorry, no late orders will be accepted. All pre-orders are sent out immediately the following week.

Important Facts:

- Arrival Date: Tentatively around the time of Thanksgiving holiday. Once orders arrive, the committee will need time to organize and get them ready for distribution. We will notify families by email when to pick up.
- **Local Group Delivery Items** (**GREEN** items in brochure) are delivered directly to the TGC. Families are responsible for delivering the items to their buyers.
- If buyers purchase **RED Direct Delivery Items** - please include the shipping labels. Sherwood Forest Farms must know where the items are going and to whom!
- Request copies from front office if you need more order forms, shipping labels, credit card forms.
- There may be a few extra items to buy when they arrive, first come, first served. We first have to make sure all orders are filled and completed before selling the extra items. These extra items are available for credit to individual fundraising account.
- Touring families (Mariposa/Jubilate/Advanced) must complete their minimum choir fundraising requirement before extra items can be credited to the tour account.
- **Please** keep a copy of your sales record. This will help you to know what items go to your buyers..

Thank you for your participation in the 2018 Evergreen Fundraiser!

Questions?

Greenery Committee Chairs: **Susan Shoopman and Jennifer Orvis**

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