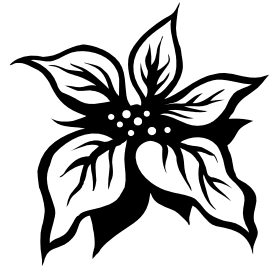




2007 POINSETTIA FUNDRAISER



INFORMATION YOU CAN USE! Tax ID#: 68-0065565

The chorus enjoyed a wonderful response to our Holiday Poinsettia fundraiser last year. We are offering it again for 2007!

● **This is a mandatory fundraiser!** Each chorus family chooses its level of participation. The choices are:

- 1) **Take 10 plants (\$100):** You get a \$56.00 tax-deductible donation & 10 plants. All profit goes to CCCC. (If you sell any of these 10 plants, the tax-deductible donation goes to your customer.)
- 2) **Take More Plants (\$10 each):** \$4 profit per additional plant is added directly into your scrip account! This money can be used to pay for most chorus charges – tuition, tours, SMI, tickets, etc. Some families have sold well over 100 plants, and have added up to \$700 to their scrip account, which they use to pay for tuition, tours, etc. This account stays intact until your family is no longer enrolled in a CCCC chorus. It will then revert into the general CCCC fund.
- 3) **Opt Out (\$100):** You get a \$100 tax-deductible donation, with no plants & no scrip proceeds.

● **Here's what you need to do:**

- Make your business and personal contacts now! Sign them up with a specific number of plants to order.
- Keep track of your sales on the Order Log.
- Give your customer a receipt when they give you their payment.
- When you have collected all of your money, turn in your order log & payments to CCCC.
- All orders, with payment, must be received in the CCCC office by **October 15, 2007**.

● **Plant Information:**

We are still using Color Spot – and the plants will be first rate!!!

Plants come in 6" pots with festive wrapping and sell for \$10.00 each. Plants are “chorus” red!

● **Large Sales to Corporations, etc (100+ plants):**

If you know of a corporation that might be interested in buying poinsettia plants for its building or office, and you need assistance making the sale, please contact Marcia Mason at (925) 899-9949.

*** Any individual order over 100 plants can be drop-shipped directly to the business.**

● We look forward to another successful fundraiser – which helps bring in much needed revenue which in turn helps keep expenditures down, and ultimately keeps tuition charges in check as much as possible.

Consider spending your free time working on larger orders. Look into the multitude of opportunities just waiting for you: small businesses, employers, retirement communities, churches, etc. Suggest to your business contacts that they give our poinsettias to their clients as holiday gifts! What a great idea!

CCCC is a non-profit organization, so remember to mention the tax-deductible donation to your customers as this is a BIG selling point! \$5.60 is the tax-deductible portion of each plant purchased!

FORMS: If you are selling plants!

● **Filling in your 2007 Order Log:**

- Write in your customer's name, phone number & address. Include the number of plants they ordered, and the total amount due.
- When you collect payment, write down whether it is cash or check. If by check, include check number.
- When you deliver the plants, you can use the last column to mark off that the order has been filled.

● **Filling in your Customer Receipt:**

- Make one copy of the form. Fill in your name, phone and cell numbers.
- Then, make a supply of copies of this personalized form to use when you sell your plants.
- For each customer, fill in the number of plants ordered, amount due, and date of order.
- When you receive payment mark this form as PAID, and give it to your customer.
- Checks should be made out to: CCCC

"OPT OUT" FORM: If you are NOT selling plants!

- Fill in chorister's name & phone number, and mark off the box.
- Record type of payment, sign, date and return to CCCC.

● **Turn in Your Order:**

- * By **October 15, 2007**, to the CCCC office. Have your forms COMPLETELY filled out and ALL money included for orders listed. (*Be sure to make a copy of your completed Order Logs, for your records.*)
- * If you are paying for your plants yourself, please write a separate check for payment on Poinsettias. Do not include with other payments to CCCC. **Make check payable to: CCCC.**

● **Delivery: (Delivery Date TBA. Pickup Time: 7am to 7pm)**

*When you pick up your plants at either the Walnut Creek campus or the East County location, you will receive a copy of your itemized order form to aid in delivery. Please be prompt in picking up the plants. If you cannot be there to pick up, arrange for a friend to pick up your plants. We have no way of watering and keeping the plants fresh at the CCCC site. We cannot guarantee the condition of your plants if you do not pick them up promptly and cannot replace plants once you have picked them up and taken them home.

***Any individual order over 100 plants can be drop-shipped directly to the business.**

● **Questions?**

If you need assistance making a sale, have questions about getting large corporate orders, or need any other help, please contact our poinsettia coordinator:

Marcia Mason, at (925) 899-9949, or email her at poinsettias@childrenschorus.org

● **Dates to Remember:**

Oct. 12 "Opt Out" Option Form with payment due in the office.

If CCCC does not have this paperwork in its office files, you will be responsible for 10 plants.

Oct. 15: Money for all plant sales due in to the office. Sales are pre-paid.

Late Nov/Early Dec Plants to be picked up from Walnut Creek Chorus site, or the East County Chorus location (TBA) between 7 a.m. and 7 p.m. If you cannot be there to pick up, arrange for a friend to pick up. Date to be announced later.