

# Poinsettia Time Important Information!

Sales Requirements—1 student \$200, 2 students \$350, 3 students and up \$450

Packets Due—Wednesday, November 14<sup>th</sup> (turn in orders weekly)

Pick Up—Wednesday, November 29<sup>th</sup> and Thursday, November 30<sup>th</sup>

October at HCS means the beginning of poinsettia sales! You will have over a month to do your selling before the end of the sale on Wednesday, November 15th. In the past this has been plenty of time. If you **start selling right away**, you will stay ahead of other school groups selling various other Christmas items (wreaths, wrapping paper, candy...)

**Poinsettia Sales requirements** are as follows: \$200 for families with only one (k-12th) student, \$350 total for families with two (k-12th) students, and \$450 total for families with three or more (k-12th) students enrolled. If you are unable to meet your required sales total, you will be billed on your December tuition statement for HALF of the difference of your required amount and your actual sales. You may elect to opt out of the poinsettia sales completely by paying a fee of one half of the sales amount required of your family.

Due to limited quantities of some sizes/colors we try to track the sales as they progress. We strongly suggest that you **turn your order in at least weekly** to ensure we have enough plants to cover your order. Don't wait until the end of the sale as we may run out of certain color/sizes and had to substitute other colors/sizes on some of the last orders. With around 100 families selling we can run low rather quickly on certain plants. If we know ahead of time that there is a high demand for certain plants, High Country Growers may be able to provide extra ones for us to get to your customers. Plants are secured when the order and corresponding payment are received. **Unpaid plants will not be secured.**

Each time packets are turned in, money will be logged and plants secured for your customers. ***Envelopes will be returned (hopefully the same day) with a copy of your order form and a new/blank order form to start your next sales.*** Please check the copy of your order form that is returned to you for highlighted lines because there may be questions about your order that need to be addressed. Don't hesitate to call me if you have any questions about your order. PLEASE do not add any more orders to an order form that you have already used and turned in. Starting a new order form every time greatly helps keep your total order straight!

If you have more than one student selling, they can take orders on their individual order forms, or combine them on one order form. Whichever method you choose, please collect money to match to each sheet. *If your student is selling with a group of other students at your church or in the community and the customer buys flowers from your student as well as some from their friend, they must pay you each separately.* Do not accept one check for your order and your friend's order combined.

The final day to sell is Tuesday, November 13<sup>th</sup>. **All packets are due by 9 am on Wednesday, November 14<sup>th</sup>.** High Country Growers will need this time to process our orders.

The final phase of the Poinsettia sale is pick up and delivery of the flowers. ***You are responsible for picking up and delivering all the poinsettias for which you take orders.*** Your poinsettia order will be gathered and waiting for you to get it at High Country Growers between 9 a.m. and 5 p.m. on Thursday, November 30<sup>th</sup>. However, between 3 p.m. and 5 p.m. is our busiest time and may result in a long wait time for you, therefore, leaving less delivery time that evening You will be given a file with the original order forms that you turned in, along with a summary of your order to ensure your orders are delivered correctly.

*When delivering your plants, keep your poinsettias in a warm vehicle during transportation. Be aware that the bed of a pickup even with a topper is probably not warm enough. Who knows what kind of weather we will have by November/December, it is Montana after all! These are a tropical plant and the cold can easily kill them. We encourage our families to deliver their plants on the same day as they pick them up to keep them healthy.*

We recognize that this fundraiser is driven largely by parental effort, and we want to thank you in advance for all you do.  
Michele Chard