

# Fundraising Rep Instructions

Thank you for your interest in the Gift Card Fundraiser!

**Please register our fundraiser with us at [fundraising@salisburygreenhouse.com](mailto:fundraising@salisburygreenhouse.com) before you begin emailing your group.**

You must indicate your fundraising start date and the date you intend to submit your completed order.

Please be sure to put your group name in the subject line of all your email communication.

Please write the ***name of your organization*** on each participant's sales sheet ***before*** you hand them out, so buyers know who to write their cheques out to.

Cheques received from buyers should be made out to ***your organization*** **NOT** Salisbury Greenhouse.

Pick a due date when you want all sales sheets and payments handed in by. ***Salisbury will require one week to process your order after receiving your group order form.*** Please keep this in mind when choosing your dates.

On your group's due date, you will want to double-check each participant's sales sheet, and collected payments, to make sure it matches. You can always place more orders if you have more interest as there is no minimum number of Gift Cards required to place an order.

Please make sure you keep a copy of the sales sheets for your own records. This way you can verify all cards have been picked up by the participants or delivered to the buyers.

## **To Place Your Order To Salisbury**

You will need to compile the information from your participants' sales sheets onto the "Group Order Form". All information will automatically total for you – total number of Gift Cards, total sales, and your total profit.

Make sure to SAVE this document with all information entered and then email the saved document to [fundraising@salisburygreenhouse.com](mailto:fundraising@salisburygreenhouse.com) ; I will reply with confirmation that I have received your order.

You can choose to pick up from either of our locations (Sherwood Park or St. Albert).

We require up to ***one week to process*** your order and will email you confirmation when it is ready. If picking up, please reply with a date and time preference, as well as method of payment.

## **IMPORTANT:**

If you are picking up after office hours (8am-4:30pm) or on the weekend, please ensure payment has been arranged before time of pick-up.

## **Picking Up Your Order:**

Upon arrival at the Greenhouse (Sherwood Park or St Albert location), please go to the Information Booth and let the associate know who you are, your group name and that you are there to pick up your order. They will contact the right person to get the gift cards to you.

You will be asked to double-check the number of Gift cards you are receiving against your Order Form, and you will be required to sign for your Gift Cards, acknowledging that your order is accurate.

Salisbury Greenhouse is not responsible for lost or stolen cards once they have been signed for and picked up.

Should you have any questions or concerns, please email me [fundraising@salisburygreenhouse.com](mailto:fundraising@salisburygreenhouse.com)

Thank you and happy fundraising!