

2009 Annual Troop 91 Fundraiser **Patrol Leader Instructions**

Fresh Holiday Evergreens and Trail's End Popcorn

We are selling Fresh Holiday Evergreen Wreaths and Garland (greenery) and Trail's End Popcorn again this year.

We will be combining the two sales together, which will require you to keep track separately of the sales that occur for each fundraiser. Your role as the leader for your patrol is very important for a successful fundraiser for the troop.

The following instructions are provided to help you complete your responsibilities:

1. **On September 14**, fundraiser packets will be distributed to the scouts in your patrol following the Court at Village Presbyterian Church. Each scout in your patrol will receive a packet, which will contain separate instructions, order forms and other sales literature for the two fundraisers. If a scout does not pick up a packet, or elects not to sell, we will inform you in October. The scout then must provide you with a check for \$75 which counts towards his contribution to the troop.
2. **One week prior to October 16**, call each of your patrol members and remind them that any and all orders and money **MUST BE TURNED** into you by October 16. They are to provide you with separate order forms and money for the Evergreens as well as an order form and corresponding money for the Popcorn sales. Remind them to fill out the forms completely and to make sure the money they have collected adds up to the amount listed on the order form(s).
3. **On October 20**, contact all scouts who have not turned in their money and order forms to remind them to get those items to you right away. Please keep contacting them until you receive all of them.
4. After receiving all order forms and money from your patrol, you will need to consolidate all the orders on a separate master order sheet provided to you for each fundraiser. Write down the name of each boy in the patrol, and then write each boy's cumulative order across each line. You should also verify that the money you have received from the scouts, totals up to the same amount calculated on the master order form for each fundraiser.
5. **No later than October 23**, the master order form(s) for the Evergreens Sales and for the Popcorn Sales, the individual order forms from your patrol members for each fundraiser, and all the money is to be delivered to the Evergreen Sales Fundraiser Coordinators – Kevin Heiman and Bob Cottingham.

The money that is made from both fundraisers helps Troop 91 lower the cost of activities and dues.

It also provides an opportunity for each of scout to earn some prizes and spending money.

Please encourage your fellow scouts to sell Evergreens and Popcorn.

There are 32 days of selling this year.

Encourage your Patrol to get out early and start selling.

Key Dates:

Sep 14	Handout Greenery Packet following Court at VPC
Sep 21	Drawing for Church Sales - Patrol Leader meeting
Oct 9	Call Scouts to remind of Turn in on Oct 16
Oct 11	First Church Sale
Oct 16	Collect all Sales from Scouts
Oct 18	Second Church Sale
Oct 23	Turn in Sales Packets to Coordinators (Kevin / Bob)
Nov 22/23	Greenery Pickup
Nov 29	Church Delivery

Thank you for your help during the fundraiser. If you have any questions, please contact the following Fundraiser Coordinators:

EVERGREEN FUNDRAISER

Kevin Heiman
8000 W 129th St
Overland Park, KS
913.851.0797
913.484.6402

POPCORN FUNDRAISER

Bruce Harken
11610 E. 35th St.
Independence, MO
816.886.0721
913.302.0576

Bob Cottingham
913.814.8410