

# **FUNDRAISING TIPS AND** **INFORMATION**

***Coordinators please read carefully!***

***Dear Coordinators,***

***We know what a challenge it can be putting together a fruit program! Any organization that has someone like you, who is willing to volunteer their time and energy to help raise money, is very lucky indeed!***

***We want to make sure that you have as much information as possible. So, we have put together a list of helpful tips and information that you will need to know to have a great fundraiser!***

## **PLEASE READ CAREFULLY**

***Ordering-*** Make sure to mark your assigned order day(s) on your calendar. You definitely don't want to miss your order day after all your hard work! We encourage all of you with a computer to place your order online. Remember, you can place your order on our web site day or night ([www.goldenharvestsales.com](http://www.goldenharvestsales.com)). If you do not have a computer or just prefer to call your order in, no problem!

***Citrus Order minimum-*** In order to receive your own delivery, you must have a minimum order of 100 4<sup>5</sup><sup>th</sup> EQUIVILANT boxes. (or 150 boxes for those in the West) Your minimum requirement is listed on your orange sheet. You will notice we offer a 4<sup>5</sup><sup>th</sup> (40lb "full" box) and a 2<sup>5</sup><sup>th</sup> (20 lb "half" box). You may order any combination of sizes as long as the end result equals 100 (or 150) FULL boxes. Remember, 2 half boxes make 1 full box when you are doing your calculations. An easy way to do this is to add all your 2<sup>5</sup><sup>th</sup> boxes together and divide them by 2, then add that number to your 4<sup>5</sup><sup>th</sup> number and that is your grand total (which needs to be your minimum).

***Apple Order minimum-*** apples are available only in a 23lb carton. The minimum order is 200 (23lb) boxes. Only available TN, NC, SC, MS, AL, GA, FL, OK, TX, AR, LA.

**Extra fruit-BE SURE TO ORDER EXTRA FRUIT!!!** To make sure your sale is a success, we **STONGLY RECOMMEND** that you order some extra fruit on top of what you have pre-sold. It has been our experience that people come “out of the woodwork”. Once the fruit has arrived we find that there will always be a couple of people that will want to buy a box or will now want an extra box. If you need any replacement pieces or if for some reason you get shorted a box due to a loading error, you will want to have some extra in each variety just in case. If you use a half box or more in replacements or for some reason are shorted a box, let us know **within a couple of days (48 hours if possible)**, we can properly credit you for this.

**Delivery-** Please look carefully at your possible delivery dates. Your fruit could come on ANY of the days listed, and may vary from month to month. It depends on who orders around you and how much they order. You will receive an e-mail on the Friday after you placed your order. It will tell you when your delivery will arrive and confirm what you ordered. This gives you almost a full week’s notice to make arrangements and gather together volunteers to help unload the truck. Depending on the size of your order you will need 5-10 volunteers to take delivery. (the truck driver does not help unload the fruit). **Please note:** if you do not have e-mail or for some reason did not receive this e-mail it is your responsibility to call us (the Monday after order day) for your delivery day and time. Please do not assume it is coming on a certain day or a certain time just because it was that way the month before. We will take each and every one of your delivery requests into consideration but it would not be possible to give everyone exactly what they want all the time. Once the truck has been loaded, you are responsible to take delivery. We ship out fruit on good faith and expect the same from each of you. **Once shipped, you can not change or cancel your delivery, so if there is a major problem with your day or time we need to know IMMEDIATELY Monday morning!** We labor and struggle over every single request to see if we can make it work, sometimes we can and sometimes we can’t. We ask for flexibility on your part since trucking schedules are not. We appreciate your patience in this matter.

**NOTE:** Please beware of scheduling your fruit pick up date\time to close to your delivery time. If the truck experiences any bad weather, traffic, flat tire or mechanical difficulties you will want to make sure you have given yourself enough of a “time cushion”. There are occasions when a truck is early. If this happens we ask that you unload early **ONLY IF YOU CAN**. If it is possible to get some people together earlier we always appreciate it. If it is not possible **you are not required to take the fruit early!**

**Profit Margin-**The amount of money you make is up to you! We recommend a \$5.00-\$7.00 markup on each box but you may decide to do it differently. It is your fruit program and you may run it as you wish.

**Invoicing-**All invoices are e-mailed (or faxed for those with no e-mail) the Monday (or Tuesday) **BEFORE** you receive your fruit. If you do not receive your invoice for some reason, **PLEASE CALL US**. While you have 15 days to pay for the fruit, you don't want to miss out on the early payment discount if you pay within 10 days of receiving your fruit! You will also want to note that we **must** receive payment for the prior month in order to send you a new shipment of fruit.

**Variety box-**The variety box contains 32-34 pieces of fruit. It is approximately 20lbs and comes in a 25<sup>th</sup> box. There are 16-20 navels on the bottom layer, 6 grapefruit and 10 Tangerines on the top layer.

Please contact us if you have any questions!!!

**Golden Harvest Fruit Sales, Inc.**

**Phone:1-800-826-9099**

**Fax:772-466-5920**

**[www.goldenharvestsales.com](http://www.goldenharvestsales.com)**