

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

*Dear Coordinators,*

*We know what a challenge it can be to coordinate a fruit program! To help make your program a success, we have put together a list of helpful tips and information to help you reach your fundraising goals.*



**Ordering-** *Make sure to mark your assigned order day on your calendar. You don't want to miss your order day after all your hard work! We strongly encourage all of you who are able, to place your order online ([www.goldenharvestsales.com](http://www.goldenharvestsales.com)). You may order anytime during the day or evening hours on order day. You will need your account number and password, which are located at the top of your price and schedule sheets. If you do not have a computer, or just prefer to call your order in, no problem! We will be happy to take your order over the phone.*

**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 schedule 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).*

**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 once the fruit has arrived, there will always be people that will suddenly want to buy a box, or will 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)**, so 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 place 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 our e-mail, please call us (the Monday after order day) for your delivery day and time.

**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 a "time cushion".

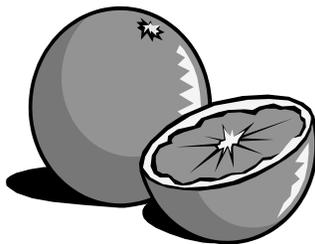


**What if the truck is early?** We tell the drivers that if they arrive early, they are welcome to call and see if you are available to take the delivery early. If it is possible, and not a huge inconvenience to get some people together, that's fine. If it is not possible, **you are not required to take the fruit early**, the driver took the load with full knowledge of the delivery schedule and will gladly wait until the scheduled time.

**Profit Margin**-The amount of money you make is up to you! We recommend a \$6.00-\$10.00 markup on each 4\5th box and \$3.00-\$5.00 on each 2\5<sup>th</sup>, but you may choose to do it differently to meet your organization's profit margin criteria. It is your fruit program and you may run it as you wish.

**Invoicing**-All invoices are e-mailed (or faxed\mailed 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 **from the day it arrives**, you don't want to miss out on the early payment discount! If you pay within 10 days of receiving your fruit you may take the amount listed at the bottom of your invoice off of your total. **Please note:** We must receive payment for the prior month in order to send you a new shipment of fruit.

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)**