

Landgrove Coffee Fundraiser Instructions (Fall, 2020)

Soliciting Orders:

- 1) Download, print and then carry the order form with you while selling.
- 2) Sell, Sell, **SELL!!!** Beginning Monday, August 31st, you have until Monday, Sept. 21st to sell as many bags of coffee as you can.
- 3) Notes on soliciting orders:
 - a. Observe commonsense Covid-related precautions (e.g., physical distancing and masking) as needed. This is for your own protection, but also to ensure your patrons (our friends, neighbors, and community members) stay safe and supportive of GX fundraising in the future☺
 - b. Write legibly. Indecipherable contact information makes it very difficult for you to deliver the products to your customers at the end of the event.
 - i. **Also, be very careful NOT to lose your order form(s).**
 - c. Be polite. Always thank people for their time whether they buy coffee or not. (Someone may not care for coffee, but that doesn't mean they won't buy a wreath from you in November☺)
 - d. **Collect money at time of sale.** (*Checks should be made out to the student seller or guardian.*)
 - e. If you collect more orders than can be recorded on a single order form, simply print another blank order form and set to work filling that one as well☺
- 4) Always share your plan and ask permission of a parent/guardian prior to selling whether remotely (e.g., via phone) or in person. Better yet, invite them to join you or partner up with a fellow student traveler for added motivation.

Submitting Final Order:

- 5) **Order forms and payment for coffee are due to Jason or Matthew NO LATER than MONDAY, SEPTEMBER 21st** or sooner if you wish to finish early. Landgrove is generously providing this **pre-ground** coffee at cost (\$7.50/bag which includes tax) so please be prepared to pay for your coffee (\$7.50/bag of X # of bags sold) **NO** later than **5pm on Sept. 21st** at which time the group's order will be submitted to Landgrove.
 - a. Remember Matthew and Jason's rule of thumb for punctuality while traveling: "If you're not early, you're late☺"
 - b. Please make checks payable to Jason Albrecht who will write one check to Landgrove on behalf of entire group.
 - c. To submit your final order, place your check, plus an extra *copy* (not your only copy) of your order form(s) in an envelope with your name on it and hand it to Jason directly OR drop it off at the office and ask that it be placed in Jason's mailbox.
 - d. **Thanks to the generosity of our partnering business—Landgrove Coffee—we are selling coffee for a *suggested donation* of \$15/bag. That's a 50% profit!!!**

Collecting Coffee:

- 6) You will pick up your coffee on **Saturday, September 26th, 9-11a.** *Please mark your calendar for this date time☺*
 - a. Address is 904 Park Drive, Moscow.
 - b. The student, or representative, must bring the seller's order form(s) to collect coffee to confirm each seller receives the correct #/variety of coffee.
 - c. *Please be on time. If you absolutely cannot collect your order within the designated window of time you must arrange an alternative time with Daniel via email (below) in advance.*

Questions:

- 7) If/when questions arise please don't hesitate to email Daniel @ danielhaley54@hotmail.com or drop by Matthew's or Jason's classrooms for clarification.