

# Chairperson's Guide

**Special Note:** Please use the master order form when placing your organization's total order. Please remember that payment must be made with a single check or money order made payable to Flowers for Heroes; individual checks from your customers will not be accepted. Please make sure your order is in the mail in time to reach Flowers for Heroes ATLEAST 10 days prior to the delivery date requested on your Getting Started form. **The Minimum order is \$100.00**

## Follow this step-by-step guide to lead your organization to achieving their fundraising goals.

- 1) Give a color fundraising brochure and collection envelope to each member of your group who will be selling.
  - Have the sellers write their name above the order form on the back page of the color brochure and on the collection envelope.
  - Ask the individual sellers to submit their orders at least two days prior to the due date of the Master Order Form.
  - Setting the due date is important so you have enough time to collect the orders, fill out the Master Order Form, write a single check to Flowers for Heroes, and mail your order in. **Please make sure your order is in the mail in time to reach Flowers for Heroes by the date indicated on your Getting Started form.**
- 2) Be sure to read and go over the Do's and Don'ts of Fundraising with every member of your group before sending the sellers out into the community.
- 3) Ask that each participant review the Checklist to Success for helpful hints and ideas.
- 4) When it's time for the sellers to turn in their orders, ask each seller to verify that the orders they've taken and the money they've collected matches. Then have them submit their order forms and collection envelopes to you.
  - Using the seller's individual forms, complete the Master Order Form to compute your organizations total order.
  - **To determine your profits, simply deduct the "Total Amount Due to Flowers for Heroes" from the "Total Amount Collected." Congratulations! You've just earned the money that your organization needs all while spreading the Flowers for Heroes mission throughout your community.**
- 5) Mail the master order form, the prize sheet, and one check made payable to Flowers for Heroes in the enclosed postage-paid return envelope to the address listed on the Master Order Form.
  - Please be sure the address you want the products shipped to is on the top of the Master Order Form.
  - To help ensure your customers receive exactly what they ordered, please phone or fax your order to us at the time it is mailed.
- 6) Flowers for Heroes will begin working on your order as soon as it is phoned or faxed in. **Orders will not ship until payment has been received.** You will receive an order confirmation if you provided us with an email address on the Master Order Form. Your order will be delivered on the date requested unless notified otherwise.
- 7) Your order will arrive packed in wholesale packaging. It will need to be sorted and distributed within 48 hours of arrival to ensure the flowers stay healthy. These are live flowers and need to be put into water by the customer as soon as possible.

If you have any questions, call us at 1-877-923-2769 and a fundraising specialist will gladly answer any question you may have. For more information about Flowers for Heroes please visit [www.FlowersforHeroes.org](http://www.FlowersforHeroes.org).

# Fundraising with Flowers for Heroes

## MASTER ORDER FORM

Please send this form, along with **one check** made payable to Flowers for Heroes for the total amount due to Flowers for Heroes, in either the prepaid return envelope or any envelope addressed to:

**Flowers for Heroes Fundraising Program**  
 205 E. Butterfield Rd • Suite 423  
 Elmhurst, IL 60126  
**Customer Service: 1-877-923-2769**



**PLEASE  
NOTE:**

Payment must be made with a single check or money order. Individual checks from your customers will not be accepted. **Orders must be received 10 days prior to the delivery date you chose on your Getting Started Form. Please phone or fax this order in before mailing.**

Name of Organization: \_\_\_\_\_  
 Fundraiser Chairperson: \_\_\_\_\_  
 Delivery Address (cannot be a PO Box): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Requested Ship Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please allow us two weeks to process your order. NOTE: Occasionally, substitution of an item may be necessary to fill your order.**

Item Code	Item Description	Quantity Ordered	Price Sold	Amount Collected	Price to Pay	Amount Due
A	Sunshine Bouquet		\$29.95		\$20.96	
B	Happiness Bouquet		\$19.95		\$13.96	
C	Dozen Roses Bouquet		\$29.95		\$20.96	
D	Simply Love Bouquet		\$19.95		\$13.96	
E	Thinking of You Bouquet		\$29.95		\$20.96	
<b>Don't Forget to Submit The Prize Order Form!</b>			<b>TOTAL COLLECTED:</b>	\$		
<b>MINIMUM ORDER = \$100.00</b>			TOTAL AMOUNT DUE TO FLOWERS FOR HEROES		\$	
					Shipping & Handling:	FREE
Your Profit = Total Amount Collected minus the "Total Amount Due to FFH"				<b>YOUR PROFIT:</b>	\$	