



FLORISSA FUNDRAISING

EST. 1928

COORDINATOR CHECKLIST

A) Set-up Info:

Organization Name: _____

Coordinator: _____ Coordinator email: _____

Fundraising Goal: _____

Running Dates (choose 2-3 weeks from January 5th – April 25th): _____

Date to activate on-line and email out link to fundraiser website: _____

B) Running Fundraiser:

- Fill in and submit on-line [Apply Form](#)
- Receive the link to your custom site from Van Noort Bulb.
- Email members and post on social media sites the link for your custom fundraiser site:
*Remember to send it out in weekly eblasts and encourage members to share it on their sites.

C) Completing The Fundraiser:

- Orders will all be collected and payment processed on-line.
- Van Noort Bulb will send you a list of people that have ordered.
- Van Noort Bulb will ship the bulbs in late April:
*Pre-Paid Shipping orders will go directly to individuals.
*Free Shipping orders will be packed per order and shipped to one location on a specified date.
- After shipping Van Noort Bulb will send your group a cheque for the funds raised.
- Share your success with your group and sign-up for the fall season fundraiser.



Van Noort Bulb Co. Fundraising Program

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