

FRUIT SALE INSTRUCTIONS

Sales

Collect money when you take the order! It is so much easier to arrange a delivery time with someone who has already paid.

Have customers make checks payable to **Bearden Band**. Put your name on the memo line.

On-Line Ordering

Customers can also order fruit at:

<http://www.riversweetonline.com/beardenband11>

They select your name (first name, last initial) from a drop-down list at checkout so you receive credit for the order.

Sales Record

Keep good records! Record every sale (except on-line sales) and donation on your Sales Record. In the **Payment Method** column, write “cash” or the check number. We will get all on-line sales from the website.

Make sure to total your sales and payments before turning in your Record. This way you will know in advance what money you need to collect before turning in the sheet. **All fruit must be paid for before we can order it.** If you prefer to collect the money later, have your parents write a check to cover it.

Bank Days

Bring your **totaled** Sales Record and the money you have collected only on Bank Days (Nov 5th and 9th). We will check your Sales Record, copy it, and return it to you (along with a new Sales Record), collect your money and issue you a receipt. Please do not turn in money to the band office.

Blitz Day

Start organizing your team of 3 or 4 students and one parent driver for Blitz Day.

On Blitz Day, meet as a team in the band room **at 10:00 am** to select a few neighborhoods, listen to instructions, and head out at 11:00 with a parent driver to Blitz those neighborhoods. You can fill out the form - listing the names of all team members, noting the Team Captain, the **Parent Driver**, and the driver's cell phone number - when you arrive.

Fruit Receiving Day

The fruit will be delivered to the West Mall Friday, December 2nd at 4:30 p.m. **All band students are expected to stay** after school to help unload the truck and organize the fruit (mark your calendar now!). After unloading the fruit, we will put together the mixed boxes of fruit. **Then**, you may take your fruit home. Please don't ask us to make an exception for you.

Fruit Pick-Up For Delivery

Each student picking up fruit must be accompanied by a parent. When you take your fruit home, you must sign out. We will try to make this as quick and painless as possible. Again, cooperation is the key. We will all be anxious to get home. Be a big boy or girl and wait your turn. If you cannot stick around to pick up your fruit Friday evening, you can come to the BHS cafeteria between **10:00 a.m.** and **2:00 p.m.** Saturday, December 3rd. Bring a van or truck that will be able to hold all the fruit you are picking up.

One final thing.

