

# Canfield Band Parents Fresh Fruit & Cheesecake Sale Instructions - CHS

**Sale Dates:** Tuesday, October 18 through Tuesday, November 8, 2016

**Items Enclosed in Pee Jay's white envelope:**

1. Yellow price sheet
2. Pee Jay's colored product pamphlet and Customer Tally Sheet
3. Student Prize sheet

**Selling Instructions:**

1. Sell fruit and/or cheesecake listed on the colored pamphlet to family, friends, neighbors, or a local soup kitchen (see details below).
2. Fill out the Customer Tally Sheet for each customer completely and accurately. **Make certain that the price charged matches the item(s) ordered.**
3. Collect payment from the customer in the form of cash or check at the time of sale. **All checks should be made payable to the Canfield Band Parents.**
4. Be certain to remind your customers of the fruit delivery date (listed below) and make arrangements to distribute their orders to them.
5. Once sales are complete, tally all orders by item number on the yellow price sheet. **Orders will be placed from the yellow price sheet only!** Online orders should NOT be included in the tally. These will be handled separately.
6. Make a photocopy of your Customer Tally Sheet for your records.
7. Place cash, checks, Customer Tally Sheet, and yellow price sheet inside envelope and seal.
8. Turn in envelope containing money, Customer Tally Sheet, and yellow price sheet to your band director by the end of the school day, Tuesday, November 8.

**Online Orders:**

1. Visit <http://freshfruitorder.org/Canfieldband>.
2. Select the fruit you want, select the student you want to get credit for the sale, and pay using a credit card. Further instructions will be listed on Pee Jay's Canfield Band Home Page.
3. Orders placed online will still be shipped to the school, unless specified as Direct Delivery.
4. Out of town family and friends can order via **Direct Delivery** (identified by a truck that appears to the right of the item description) to be delivered to their home. Prices include shipping.
5. **Holiday Gift Shopping:** The items available for Direct Delivery make a great gift for family, friends, business colleagues, etc. The price includes shipping and a personalized card. All gift items can be shipped between the week before Thanksgiving and the third week in December. Note: No shipping outside US or to AK, HI, and PR.
6. All Direct Delivery and Holiday Gift Orders **MUST** be placed and paid for online ONLY.
7. Online orders MUST be placed no later than Tuesday, November 8.

**Pick-Up Date/Info:** Orders will be available for pick-up on Saturday, December, 10 from 9-11:00 am at the Canfield High School Band Room (east side of the school). Band members are required to pick up their own orders and hand deliver them to their customers. Do NOT send each customer to the school to pick-up their order.

**NEW THIS YEAR!! Donate to a Local Soup Kitchen:** Please consider purchasing an extra item or two to donate to one of our local soup kitchens, *Our Community Kitchen*. All items donated will go to help those in need this holiday season and will be greatly appreciated! Order per the details above. **There will be a truck outside the band room for all donated items.** The student will be responsible for placing any donated items purchased for the food kitchen into the truck. Band volunteers will take care of transporting these items to Our Community Kitchen in Youngstown. Band members are NOT responsible for delivering donated items.

**Prizes and Incentives:** Each CHS band student will earn money from their sales towards his/her student account. The amount of money per item to go into the student account is listed in the far right column on the yellow Price Sheet. These earnings can be applied to any future band trip (including Gatlinburg, TN in the Fall of 2017). Please reference the enclosed Student Prize sheet for details on the incredible prizes for the top winners this year!!

**Questions?:** Contact Tina Tura at (330) 518-1776 or Joni Comport at (330) 519-8794