

# ORGANIZATIONAL LEADERS and Club Committee Chair 2023-2024

This is your product sales information packet. Information included:

1. Why we have a fundraising project.
2. Sales dates, December 1 – February 14.
3. **Member Summary forms** for 4-H members and if you need more summary forms, contact the Minneapolis Extension Office.
4. For information about the products, please refer to the brochure. There should be enough copies for the Organizational Leaders and Committee Chair(s) to have one.
5. **DUE Wednesday, February 21, by 5 p.m.:** Club Summary with product **orders and money**. No late sales accepted. Excel spreadsheets will be available online (<http://www.centrankansas.ksu.edu/4-h>, click on Organizational Leaders). As soon as they are posted to the website, an email will go out to the Organizational Leaders Listserv.
6. Saturday, March 2, delivery day. **Each club needs 1-2 individuals to assist with unloading and product inventory at 9 a.m., at the Minneapolis Extension Office.**
7. After clubs have inventoried their product and checked out with a staff member, leaders may take the product to distribute to their club members at the designated location and time of the club's choosing.

## ORGANIZATIONAL LEADERS:

Please share this information with the person in charge of fundraising or the club fundraising committee.



## How you can help and encourage club member participation:

1. Please sell to your relatives, co-workers, neighbors, and friends. If you have sold for another organization and your customers liked the products, we encourage repeat sales. Remember who you sold to last year... many wanted more items after the sales. Encourage the 4-H members to sell.
2. We will be distributing all items on **Saturday, March 2**. Each club needs to have 1-2 representatives present at 9 a.m. to assist in unloading and product inventory. After clubs have inventoried their product and checked out with a staff member, leaders may take the product to distribute to their club members at the designated location and time of the club's choosing.
3. **Club Summary sheet and money must be turned into the Minneapolis Extension Office by 5 p.m. on Wednesday, February 21. The Club Summary sheet will be available online. You will need to either print the Club Summary Sheet or email it to the Minneapolis Extension Office. This will be the final count from your club. Orders will be placed from the Club Summary sheet. No late orders accepted.**
4. Provide the Extension Office with names of 4-H member who individually sold \$250 or more worth of products. Please complete the attached form and return to the Extension Office by Wednesday, February 21<sup>st</sup> by 5 p.m.
5. **4-H members are to have the customer pre-pay to their club.** The 4-H member is to deliver the product to the customer on March 2. Clubs will write one check and make it payable to "CKD 4-H Council."

## Final Check:

- Sale Date: December 1, 2023 – February 14, 2024.
- 4-H member must write orders on summary sheet and collect money at the time of the sell. **Member Summary form and money must** be given to the club's representative on or before February 14, 2024.
- Final counts DUE to club on February 14, 2024. No late orders accepted.
- Club representative must complete the club summary sheet with the club's products. This form will be used to order the club's total products. Please check for accuracy.
- Club representative must turn the **Club Summary sheet and money into the Extension Office, Wednesday, February 21, by 5 p.m.** Product number and money must balance. Make copies of the 4-H Members summary forms, however do not turn in the individuals' forms.
- Clubs will be responsible for insufficient funds from products sold from their club members.**
- On March 2, **each club needs 1-2 representatives** to assist with unloading and product inventory at 9 a.m., at the Minneapolis Extension Office.
- After clubs have inventoried their product and checked out with a staff member, leaders may take the product to distribute to their club members at the designated location and time of the club's choosing. Clubs are responsible for distributing products among members.
- 4-H members are responsible for delivering product to the customer.
- Club orders are pre-packaged by Red Wheel from the Club Summary sheet provided to Extension Office.
- Club accepts all products ordered. No additional product available or exchanges or refunds.

QUESTIONS??? CONTACT: Kate at the Salina Extension Office, 785-309-5850.

## 2023-2024 4-H Scholarships \$250+ Salesperson(s)

**Club:** \_\_\_\_\_ *(to be completed by Organizational Leader)*

4-H'er Name (individuals only)	Dollar Amount Sold

**Individual Incentives\*:**

- **\$250+ Salespersons for 4-H Scholarships**
- **Top Sellers 1-10 (with sales over \$250) receive:**
  - 1) \$100 scholarship to a 4-H related event/activity or college scholarship
  - 2) \$75 scholarship to a 4-H related event/activity or college scholarship
  - 3) \$50 scholarship to a 4-H related event/activity or college scholarship
  - 4-10) \$25 scholarship to a 4-H related event/activity or college scholarship

**Fundraiser Club Representative(s):** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

\*Disclaimer – Incentives are based on individual sales, not combined family totals. Incentives must be used by September 30, 2024.

**Please return this form by 5 p.m., Wednesday, February 21,  
to the Minneapolis Extension Office.**