

Troop 70

Scout Greenery Delivery Instructions

Storage

1. The greenery is FRESH. It should be stored OUT OF THE SUN and in a cool place (like your garage)
2. DO NOT leave the greenery in the car trunk, back seat, etc. The sun/heat will dry it out very quickly
3. Delivery should be accomplished quickly so that the product arrives to our customers as fresh as possible

Delivery

1. It is a good idea to call your customers in advance of your delivery. This will allow you to work most efficiently. When you call, you should:
 - State your name and remind them that you are with Boy Scout Troop 70
 - Tell them that their greenery order has arrived
 - Recap their order (how many of which items)
 - State the price due
 - Ask your customer to place a check or cash where you can easily find it inside the mailbox, under a door mat, taped to the front door, etc.
 - Ask where it would be convenient to leave the product (if the customer is not planning to be present)
 - Drop off the greenery, be sure to put it in a place that is out of the sun and not easily visible from the street
 - Say THANK YOU
2. All greenery should be delivered no later than December 10
3. Keep good records of deliveries and collections

Money Turn-In

1. You are financially responsible for the full amount of your greenery order
2. The troop DOES NOT track your individual customer collections - you are responsible for keeping those records. The troop only tracks the total amount you turn in each week, so you are responsible if you come up short.
3. Money will be collected at scout meetings, on November 29, December 5 and December 13 (the holiday banquet).
4. You do not have to wait until all deliveries have been made to turn in your collections. Turn them in each week
5. It is very helpful to the collection process if all checks and cash are turned facing the same direction and that you know how much you are turning in each week. A calculator tape is much appreciated if available.
6. You will receive a "receipt" at each turn in. Please keep these until the fundraiser is complete.
7. All collections must be turned in before school is out for Winter Break and before leaving town for vacation. The troop must make payment to the vendor before Christmas Day
8. Commissions, if earned, will be paid in January, after **all** Scouts have turned in **all** monies due.