

Pack 422 Christmas Wreath Fund Raiser 2010

To raise the funds needed to help pay for our program, Pack 422 will be selling Christmas Wreaths and decorations. Proceeds from the sale will help pay the expenses incurred in putting on a first rate program. Scouts should set a personal goal of trying to sell \$400 worth of wreaths. Some scouts will sell more, some will sell less. Incentive awards will be given to individual scouts based on their sales level.

If we all work hard, and everyone does their part, we can fund our program for the year with this fund raiser. Wreaths are easy to sell, and many of your customers will be looking for you to ring their door bell again this year.

Rules for Scouts Participating In the Fundraiser

More info the Wreath sale including downloadable worksheets and the prize list, go to our Pack web site and click on the Wreath Sale tab along the left side of the home page.

Spend time with mom and dad working out your sales kit and your sales pitch before going out. You can get started as soon as you have your materials and mom and dad think you are prepared. It is more fun to sell when the weather is warm and clear.

Suggestion: Call grandma and aunt Lucie between now and try out your sales pitch, before going door to door.

Go with a buddy or older family member. Never sell by yourself

Ask mom or dad to approve each time you leave your home and go out to sell wreaths.

Never enter anyone's home. Stay outside. This is a safety rule.

Tell your parents exactly where you will be. Don't go outside the locations agreed upon by your parents. Make sure you are home BEFORE it gets dark

Scouts may sell Wreaths on the CHA property to other families and staff. **Adults may not.**

Some customers will pay with a check. Checks should be made out to **"Pack 42"**

Incentive Prizes

Scouts are eligible for sales incentive prizes based upon their sales achievement. The prize list will be posted on our www.Pack422.info web site.

If a scout sells (1) item ... he will earn a special Wreath Sale patch. As his sales increase the value of his incentive prize(s) will increase. In addition the top salesman for the Pack will receive a gold medallion, second place will receive a Silver medallion, and third place will receive a bronze medallion. The top prize medallions will be awarded at the November Pack meeting.

Participation Requirements and Suggestions

Scouts require supervision from mom or dad. Keep an eye on his money and order sheets. If you manage it each day it will be easier to keep everything in order.

Scouts should tell their customers we prefer a check rather than cash. Checks are safer. Write the type of items and quantities in the memo section of the check. Checks should be made out "Pack 422".

Wear your Class I uniform shirt, clean pants, clean socks, neckerchief and slide.

Always have a pen with you for a customer to write a check.

Always write up the order on your order sheet when you receive money. Don't wait until you get home. If you wait ... you will forget something and make a mistake.

Make sure you give your customer a receipt. In your big envelope is a smaller white envelope with receipts for Scout Delivered items and a sheet of stickers with the scout's first name, and home phone number. Adding the sticker is a good way to generate follow-up order. And if he forgets to make a delivery the customer has a way of making contact with your family.

Find a 3 ring binder and make up a sales book for the scout to use when presenting his story to his customer with pictures of his product.

Practice the sales presentation at home and on the phone with grandma before going to talk to the neighbors.

Always be courteous, and say please and thank you. Don't walk on your customer's lawn. Approach the home using the drive way or sidewalk. Be cautious of dogs.

Other Packs will be selling popcorn and wreaths in your area. It may seem like your neighborhood has been covered by other scouts. But there are always a few homes that get missed.

Sales success is based on the number of people you contact, your effort and your attitude when you meet your potential customers.

The more people you contact ... the more you will sell. If your neighborhood has been covered by another scout try a few blocks over.

The early bird gets the worm. Don't start October 22. Get going now.

Turning in your Order and Money

The Pack will collect money and orders at CHA.

Dates: Sat. October 16 and 23 ... from 9 AM until noon.

If this won't work for your family contact the cub master. Email is preferred.

Cub_Master@Pack422.info 952-402-2155 (Work)

Turn in money with a COPY of your order sheet. This is the BIG 11x17 sheet of paper.

All orders must be paid for in full when they submitted.

As shown on the order forms, cross check you order to make sure it is correct. To do this;

- Calculate the sum of all your sales by adding the numbers in the far left column. Example: Jones family = \$25 + Anderson Family = \$ 14 ... and so on = total sales.
- Add up the number of items you sold at the bottom of the form. *For example: (2) living trees, (3) centerpieces, (10) classic wreaths, and so on.*
- Multiply that number sold (of each item) by the selling price (per item)
- This equals the dollar value for each item sold. *Example (2) x \$25 = \$50 in total sales for Living trees, (3) x \$30 = \$90 for centerpieces.*
- Going from left to right add up the subtotals for dollar value of the items sold. Example: \$50 + \$90 + = Total sales by type of product.
- The sum of the Total Sales column MUST agree with the sum by product across the bottom. If they don't agree you have an error that needs to be fixed before you turn in your order.
- When you turn in you money you will use a printing calculator to add up your money. The total on the tape must agree with the total sales calculations.

Scouts should select their sales incentive prize(s) when they turn in their orders.

Order Pick-up

Your order will be picked up from a scout family's home. The date will be known once our order has been processed. It will likely be Saturday November 13 or 20th. The date and address for pick-up will be published to the Pack by email. Most incentive prizes will also be distributed with your order.

The Pack will need some help from parents to get the order ready for pick up. If you have questions contact:

- 1) Your Den Leader
- 2) The Cub Master at Cub_Master@Pack422.info

Suggested Sales Pitch to your Customer

Hi! My name is <your name>. I am selling Christmas wreaths and decorations as a fund raiser for my Cub Scout Pack. Cub Scouts have been selling these for many years. If you purchase any of them from me, I will deliver it to your home starting approximately November 14th.

Our Classic Wreath with a red bow and pine cones looks like this ... <you show them a picture of the classic wreath>. It comes in 5 sizes of 25, 36, 48, and 60 inches.

If you have your small tape measure extend it out showing them how large each size is. The customer may ask you to measure the door, or the front of their home.

We also have the Victorian Wreath at it looks like this ... <show a picture of the Victorian Wreath>. It has a green bow and comes in 25, 28, and 36 sizes.

I also have door sprays which are smaller, and come in the classic style or Victorian style. <Show pictures of both>

For decorating the inside of your home or office I am selling a Living tree with decorations and lights, and we have a nice center piece. <Show Pictures>

We also have garland. It comes in 25 foot and 50 foot rolls.

To make it easy to hang up your wreath we have plastic door hangers. And we have really neat light sets to light up your wreath when it is outside.

Look your customer in the eye ... and with a big smile ask ...

“Would you like to know the prices for the items I am selling?” Show them your price list. The customer will want to look closer at your pictures. After your customer has had a chance to look at the pictures and price list, look your customer in the eyes, and with a big smile ask...

“Would you like to purchase any of these items?”

If the customer decides to buy an item say Thank You!

Recording Your Sales

- 1) Ask the customer to write his/her name and phone number on the order sheet. Read back to the customer his/name and number. **This is important.** **YOU** need to make sure it is correct and that **YOU** can read it. If you can't read the information, delivery will be hard. Don't rely on your memory.
- 2) On the order sheet mark the number of items the customer wants to purchase, and do the math to figure out the total amount due. Usually a customer will buy just 1 or 2 items. **BUT** if you contact the right person you can get a big order. Make sure the amount due is correct.
- 3) Write up a receipt for the customer and give it to them. The receipt shows what they ordered, and how much they paid.
- 4) Accept the payment from your customer. They may give you cash or a check. If they give you a check, ask them to make the check out to

PACK 422

Be ready to give the customer some change. Mom or Dad can help get you with this. Once you have had enough sales, remember to pay Mom or Dad back

Important: If you need to give a customer change, ask the customer to hold their money while you get your change ready. Don't put the customers money inside your envelop before you have given the correct change. Giving change **FIRST** prevents confusion over how large a bill the customer gave you.

- 5) Once you have completed the sale, look your customer, and with your biggest scout grin say "Thank You Very Much".