



2018 EVERGREEN SALE LINCOLN-WAY EAST MUSIC BOOSTERS

The Lincoln-Way East Music boosters are again sponsoring a voluntary IBA Evergreen Fundraiser where proceeds from the items sold are deposited directly into your students IBA. This is a popular fundraiser as the quality of this merchandise is excellent and it's a great way for your student to earn IBA money.

COPIES OF SALES BROCHURES AND ORDER FORMS ARE AVAILABLE OUTSIDE THE MUSIC OFFICES OR ON THE BOOSTERS WEBSITE AT LWEMUSICBOOSTERS.ORG UNDER FUNDRAISERS.

ITEMS SOLD will need to be entered ON-LINE IN THE CHARMS STORE to COMPLETE your order.

In addition to the items available for sale and delivery by the students **SHIPPED WREATHS and SHIPPED CENTERPIECES** are also available and make a **GREAT GIFT** for out of town family and friends. The cost for SHIPPED WREATHS or SHIPPED CENTERPIECES is \$36.00 each. A separate form is required for placing shipped wreath orders. Be sure to include the buyer's name and address... please NO P.O. Boxes as these items are sent UPS/FedEx. There is also space for a message on the order form.

When selling items make sure that your customers **make any checks payable directly to you.**

To finalize your sale:

- Summarize your total items sold by category. ENTER THESE CATEGORY TOTALS AS YOUR ORDER ONLINE IN THE CHARMS STORE, make sure to select Bill & Print, and Process Payment when you are checking out. You can then run a report to verify your quantities and total.
- Gather all payments to you and then write one check to LWE Music Boosters for your entire order.
- Return a copy of your order with your payment to the Blue Mailbox in the music hallway, by 10/26/18, **NO CASH AND ONLY ONE CHECK PER ORDER PLEASE!**

Evergreen pick up dates are set for November 17th and 18th. Times and location will be confirmed as the dates get closer. **Parents...we could use your help with the sorting of product when it is delivered and during pick-up times. You can sign up in Charms to volunteer for these dates, 11/16 and 11/17.**

Feel free to reach out to the chairperson(s) below with any questions:

IMPORTANT DATES TO REMEMBER	
Sunday October 1 st	Begin Selling
Friday October 26 th	Order forms and money due in Blue Mailbox
November 16 th	Order Pick-up 6:00pm – 8:00 pm
Saturday November 17 th	Order Pick-up 9:00am to Noon

Chair: Bob Garcia – bobgarcia1@yahoo.com

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