

Black Butte School Wreath Order Form 2016

Black Butte School PTO PO Box 150 Camp Sherman, OR 97730
wreath organizers: Jane Petke 541-595-6766 or suttle@gocamping.org
ORDERS DUE: 11/10 for delivery after 11/19 OR 12/2 for delivery after 12/9

CUSTOMER INFORMATION:

Name: _____

Address: _____

Phone: _____

Order Date: _____ Student Rep: _____

Payment Method: _____ cash or check # _____

Payments due at time order is placed. Please make checks payable to: BBS PTO

PLEASE INDICATE HOW YOU'D LIKE TO GET YOUR WREATH(S):

- Pick-Up at BBS after November 19th *(Wreaths will be on the bus barn and labeled with customer names.)*
- November Delivery after 11/19 Notes: _____

- Pick-Up at BBS after December 9th *(Wreaths will be on the bus barn and labeled with customer names.)*
- December Delivery after 12/9 Notes: _____

- Fed Ex Wreath - *Please write a greeting for the card and the shipping address below and staple additional paper to order form if more room is needed.*

Wreaths are decorated with a bow, cones, holly, noble fir, juniper, pine, & incense cedar.

Quantity	Size	Price	Total
	small (outside diameter 27")	\$32.00	
	large (outside diameter 32")	\$46.00	
	Fed Ex wreath (outside diameter 20")	\$50.00	
	Fed Ex wreath (outside diameter 25")	\$56.00	
	Other sizes & shapes possible - please ask		
		Grand Total =	

Customer Receipt:

Your order for _____ wreaths has been received, along with a payment of \$_____.

Orders will be available as you've selected.

When picking up at school look for wreaths on the bus barn, labeled with your name.

- BBS 11/19 or later Nov. Delivery BBS 12/9 or later Dec. Delivery

THANK YOU FOR SUPPORTING BLACK BUTTE SCHOOL STUDENTS!

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For more info, please contact: Jane Petke 541-595-6766 or suttle@gocamping.org

OR contact your BBS representative: _____ @ _____

HELPFUL WREATH ORDER INFORMATION FOR FAMILIES:

- Each student is asked to do their very best to sell 10 or more wreaths.
- Please make sure that your student's name is listed as the "student rep" so they are given credit for each sale.
- Encourage your child to be involved in sales as much as possible. This is an opportunity for them to contribute to their school community, work towards school trips and a new playground.
- Consider having your student ask neighbors, school staff, board members, local businesses, relatives, friends, your co-workers, etc.
- Working at a wreath stand with a friend is a fun, less intimidating way to make sales. Let Jane know if you are interested organizing or being a part of this opportunity.
- If your child is struggling, please ask a teacher or Jane for more ideas and other opportunities.
- Wreaths are handmade with fresh evergreens by a family owned business in North Plains, OR. These beautiful, quality wreaths are decorated with a bow, cones, holly, noble fir, juniper, pine, and incense cedar.
- Please contact Jane if you have a potential custom order (larger sizes, garlands, different delivery dates necessary, a variation on the greens, etc.). This may be possible.

ORDER LOGISTICS & TIMING:

- Additional order forms are available at school.
- There is a **customer receipt** that can be torn off the bottom of the order form, including a place for you to add your name and contact info.
- Payments are due when orders are placed. If you choose to accept an order without payment you are responsible for making the required payment when placing the order and taking the risk for collecting the payment on your own. Please use caution. The only exception is for orders from a business or organization that requires an invoice in order to process a payment. Please alert Jane to any order that does not include a payment.
- Order forms can be returned in student's homework folders to school. **Please turn in orders as they are received rather than waiting until the last day.** **Payments should be stapled or paper clipped to the individual order form so everything stays together.**
- The first batch of wreaths will be picked up from Carols of Joy on November 17th or 18th for delivery the weekend before Thanksgiving and early Thanksgiving week. **All order forms are due by November 10th, but please turn in orders as they are received.** A second batch of wreaths will be picked up December 7th or 8th. **Last call for order forms will be December 2nd.**
- **Parents will be responsible for delivering the orders their student collected, unless prior arrangements are made with Jane.** Wreaths may be picked up 11/18 (2:30-4:00) and again 12/8 (2:30 –3:30), other times may be arranged if needed.

HELP IS NEEDED:

- To sort wreaths Friday 11/18 (1:00-3:30pm) and Thursday 12/8 (1:30 – 3:30 pm).
- Make local deliveries 11/18-23/16 and 12/8-13/16.
- Please let Jane know if you are interested in organizing a "wreath stand" in Sisters or at school for open sales during the Thanksgiving Break and on weekends in early December. Extra wreaths can be purchased for this purpose.
- **Please contact Jane to indicate how you'd like to help.**

Please contact Jane Petke with any questions or to volunteer:
suttle@gocamping.org, 541-595-6766 (home), or 541-595-6663 (work)

Hello BBS Families,

Wreath season has arrived! Your efforts in successful wreath sales go a long way in supporting quality, educational activities outside of the classroom. Last year over \$5500 was raised for use at BBS through wreath sales! I'm sure together that this year can be an equal (or bigger) success.

Enclosed in this packet is helpful information as you get started selling wreaths. Please read the reverse side of this note for details and specifics that you'll need to know during the wreath season. Ofcourse there's also a handful of order forms so you can begin to take orders. I've also included a flyer with a picture and basic information that allows you to add your contact information for posting or to leave with potential costumers. Families are asked to help post flyers around town. Extra flyers and order forms are available at school or just give me a call.

Please turn in orders to school as they are received rather than waiting until the last day, as every order needs to be counted and processed. Payments should be stapled or paper clipped to the individual order form so everything stays together. **All order forms are due by November 10th to be included in the November batch, or by December 2nd to be included in the last batch.**

Please contact me with any questions or to let me know how you'd like to help as we get ready to pick up and deliver these beautiful wreaths. Your support of the wreath sales and BBS is greatly appreciated.

Thank YOU and Blessings!

Jane Petke

Home: 541-595-6766
Work: 541-596-6663
suttle@gocamping.org