

**Spring Fundraising with Garden Sweet**

**Success Kit**

Make a difference while raising funds for your organization or school. Support our local farm and raise money for your organization by hosting a plant sale this spring. Plant sales are a simple, effective way of fundraising. Pre-sales to families have no minimum order, no risk, and no upfront cost.​ **Your organization will make up to 50% profit!**

**3 Types of Fundraisers:**

❏ 1. Distribute order sheets to families and take pre-orders for plants. Customers will pick up their plants from the school/organization on the day and time that you set.

 ❏ 2. Order plants yourself and host a plant sale in which customers come by and shop as they would at a farmers market stand or at a bake sale.

❏ 3. Do a combination of options 1 and 2! Host a plant sale on the distribution day of your pre-orders.

**Pick Your Dates:**

|  |  |  |
| --- | --- | --- |
| **Pre-Orders Due** | **Delivery or Pick-Up**(select your date) | **Fundraising Event**(select your date) |
| **MARCH 15th** | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| All pre-orders are due by March 15th​, but the earlier the better! We grow our plants to order and need to know the quantities you need of each crop to ensure that your customers are satisfied. | Plants are available for pick up on the farm or delivery within the first 3 weeks of May. Arrange a date and time with the Farm Coordinator. Plants are available for pick up during normal Garden Sweet business hours.  | It is best to have your sale or distribution within a day of your date of delivery. Seedlings are ready to be planted in the ground upon arrival.  |

**Pick Up or Delivery?**

Plants are available for pick up on the farm or delivery within the first three weeks of May. You will arrange a date and time with the Farm Coordinator for pick-up or delivery. Plants are generally available for pick up during Garden Sweet business hours . We *highly recommend* that you have the plants picked up or delivered the day of your event or distribution. We do not recommend picking up plants using the open bed of a truck. Seedlings are fragile and will be killed by wind burn if transported in an open truck bed. If you cannot pick up your plants, we will deliver them within a 30 mile radius of the farm for a fee:

|  |  |
| --- | --- |
| Plant Pick-Up from Garden Sweet | FREE |
| Up to 1,000 plants | $150 |
| Over 1,000 plants | $200 |

**The Plants:**

Plants from Garden Sweet are non-certified organic and GMO free! We grow old favorites, heirlooms, and varieties that are fun for kids and the whole family. Each plant arrives in its own pot and is ready to plant upon arrival. Some plants such as tomatoes, peppers, summer and winter squash, cucumbers, and basil are tender and should not be planted outdoors until the danger of frost has passed, which is typically May15th in Northern Colorado. Plants can remain in their pots for up to 3 weeks.

**Pricing:**

Each plant comes in a 3” pot and costs your organization $2.00. We suggest a retail price of $4.00 per plant. A 50% deposit is due with the order, with the remaining 50% due at time of pick-up or delivery.

**Order Forms:**

An order form is included with this Fundraising Success Kit. Additional copies must be printed by the school/organization to distribute to families. The completed order forms and payments will need to be collected by the Fundraising Coordinator at the school/organization, tallied, and then the final order form will be completed and submitted to Garden Sweet with the 50% deposit by March 15th. Please make checks payable to:

Garden Sweet 719 W. Willox Lane, Fort Collins, CO. 80524

**Please Note:** Farming is always risky.We reserve the right to make substitutions to your order when necessary. Events outside of the farmer’s control can contribute to crop failures. While we always seed extras and grow the healthiest plants around, sometimes an unforeseen pest or weather event can compromise our crops. When unavoidable, we will substitute with as similar a plant as possible.

**How to Host a Plant Fundraising Event:**

You will need:

 ❏ Tables/space to host event

 ❏ Printer to make copies of order forms

 ❏ Payment collection method if people will be shopping at the event (cash box + change)

 ❏ Boxes/paper bags/grocery bags for people to carry away their plants

 ❏ Fundraiser Coordinator Volunteer: This person will:

● communicate with the farm, customers, and volunteers

 ● set the dates of the plant sale, delivery, and pre-order deadline

 ● distribute, collect, save, and tally orders and payment

● coordinate plant delivery/pick up.

● coordinate additional volunteer help.

 ● send payment to the farm.

 ❏ 1-2 Delivery/Pick-Up Volunteers: These people will pick up plants from the farm on the arranged pick up date or be available to help unload the plant delivery. They will sign off on the order to be sure the correct number of plants are delivered/picked up.

❏ 1-3 (or more) Distribution/Sorting Volunteers: The number of volunteers you need will depend on the volume of plants you sell as well as the number of orders you process. These volunteers will be present the day before and/or during the sale day to put orders together and to help customers find their orders.

|  |  |  |
| --- | --- | --- |
| **VOLUNTEER** | **NAME** | **CONTACT** |
| Fundraiser Coordinator |  |  |
| Delivery/Pick Up  |  |  |
| Delivery/Pick Up  |  |  |
| Distribution/Sorting  |  |  |
| Distribution/Sorting  |  |  |
| Distribution/Sorting  |  |  |

**The Day of Your Event:** A few pointers to help your event run smoothly:

* We highly recommend pre-packing orders with the original order form to avoid confusion on distribution day.
* If hosting a plant sale outdoors, consider having an alternate date in case weather is poor on your selected day.
* Keep varieties separated, either on their own table, in boxes/trays, or rows on the ground.
* Make sure you have adequate table space and volunteers to collect money/make change, and answer questions from customers.
* Whether you are hosting a plant sale or a pre-order event, it is helpful to have at least one volunteer who is knowledgeable about gardening.

The list of supplies, volunteers, and pointers may or may not be suitable to your particular fundraising event. You may have additional or different needs. These are merely suggestions to help you start to visualize and plan for your event successfully. We are here to help if you have any questions regarding the logistics of your plant sale.

 **For questions or to arrange a Plant Fundraiser with Garden Sweet**

**please contact the Farm Coordinator at**

**info@gardensweet.com**

****

**SPRING PLANT ORDER FORM:**

**Help Raise Funds for Your Organization While Supporting a Local Farm!**

Garden Sweet is a small, sustainable, family farm in Fort Collins offering a wide variety of non-certified organic, non-GMO vegetable plants that are fun for kids and the whole family to plant, watch grow, and enjoy!

**Ordering Plants is Easy!**

**1. Select the plants you wish to order by indicating the quantity or select a collection of plants! Each plant is $4 and comes in a 3" pot or 4-pack. The “Kitchen Herbs” and “Salsa Mix” Collection include 6 plants and are $24. The “Green Thumb Deluxe” includes 12 plants and is $48.**

**2. Submit payment & your order form to the Fundraising Coordinator at your school/organization.**

**3. Pick-up your plants from your school/organization during the scheduled plant pick-up event.**

**4. Have fun planting! Each plant will be ready to plant upon arrival, but should not be planted until the danger of frost has passed, which is typically around May 15th in Northern Colorado.**

\*\*Please Note: Farming is always risky. We reserve the right to make substitutions to your order when necessary. Events outside of the farmer’s control can contribute to crop failures. While we always seed extras and grow the healthiest plants around, sometimes an unforeseen pest or weather event can compromise our crops. When unavoidable, we will substitute with as similar a plant as possible.

**(\*please see attached order form to make your selections and place your order)**