

Black Butte School Wreath Pre-Order Form 2018

Black Butte School PTO PO Box 150 Camp Sherman, OR 97730
wreath organizers: Jane Petke 541-595-6766 or suttle@gocamping.org
Rachell Gonzalez 541-595-0131 or rachel.gonzalez21@gmail.com

All PRE-ORDERS DUE: November 9th by 10am

Additional wreaths will be available following November 17th, on a first come basis.

CUSTOMER INFORMATION:

Name: _____

Address: _____

Phone: _____ Email: _____

Student Rep: _____

Payment Method: cash, check # _____ (please make checks payable to BBS PTO)
 I would like to pay by credit card on 11/7 between 11am – 2pm at BBS

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

- I'll pick up my wreath(s) at BBS on Saturday, November 17th between 11am – 2pm
- Please hang my wreath(s) on the bus barn with my name, so I can pick it up on my own.
- Please have a student deliver my wreath(s) to: _____
- Please contact me again. I'm interested in getting a wreath at a later time.**

Notes: _____

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 34")	\$50.00	
	table center piece	\$22.00	
	donation towards new playground equip. at BBS		
	other sizes & shapes possible - please contact us		
		Grand Total =	

Customer Receipt:

Your order for _____ small wreaths, _____ large wreaths, and ___ center pieces has been received.

Your payment of \$ _____ was received.

Orders will be available as you've selected:

- Visiting BBS on 11/17 Picking up from bus barn A student will deliver it.

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,

Rachell Gonzalez 541-595-0131 or rachel.gonzalez21@gmail.com

OR contact your BBS representative: _____ @ _____

HELPFUL INFORMATION FOR FAMILIES:

- A wreath count down will be encouraging students to reach this year's goal.
- 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.
- The PTO has organized different zones in Camp Sherman and Sisters. Families are encouraged to sign up for a zone to knock on doors. Families can share a zone so children can do this with a friend and families can work together. Please be sure to leave flyers and order forms with those that might be interested later, AND then be sure to check back in.
- 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. Plan to join us at BBS on Saturday 11/17, at the Belfry on Saturday 12/ 1, or at the Sisters Art Works on Saturday 12/1. More to be scheduled. Contact Jane or Rachel to sign up.
- If your child is struggling, please ask a teacher, Jane, or Rachel 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:

- **This year pre-orders will only be taken until November 9th at 10am. After that a limited number of wreaths will be available for direct sale.**
- Additional pre-order forms are available at school or request a digital copy.
- Pre-order forms can be sent to school with students. Please turn in pre-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.
- There is a "customer receipt" that can be torn off the bottom of the pre-order form, including a place for you to add your name and contact info.
- Pre-order customers have the option to pay with cash or check, or stop by the school on November 17th to pay with a credit card.
- Please let Jane know if you are able and willing to help pick up wreaths in North Plains on November 15th or 16th.
- **Wreaths will arrive Saturday, November 17th.**
- Families will be responsible for delivering any pre-orders their student collected, unless prior arrangements are made with Jane or Rachel. Wreaths may be picked up Saturday 11/17 (11am – 2pm), please contact Jane or Rachel if you need to pick up wreaths on Friday 11/16 after school instead or need to arrange another time.
- **After November 17th** we will continue to sell a limited number of wreaths. Wreaths can be "checked out from school" for door to door sales, then payments received and remaining wreaths can be "checked back in". Payments should be collected when wreath is delivered.

HELP IS NEEDED:

- To sort and sell wreaths Sat., November 17th (sorting begins at 10am, sales run 11am – 2pm).
- Our goal is to reach out to all Camp Sherman residents, and local businesses in Camp Sherman and Sisters. Please sign up for a zone so you can help with a small piece.
- To staff wreath stands at the Belfry and Sisters Art Works on Sat., December 1st.
- 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 available for this purpose with arrangement.
- **Please contact Jane or Rachel to indicate how you'd like to help.**

Please contact us with questions or to let us know how you'd like to help:

Jane Petke: suttle@gocamping.org, 541-595-6766 (home), or 541-595-6663 (work)
Rachell Gonzalez: rachel.gonzalez21@gmail.com, 541-595-0131 (home) or 541-306-1924

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. Around \$5000 is raised for BBS through wreath sales each year! With your help, this year will be a great success for the school. Remember that these funds help support extra trips our students enjoy, pizza parties, and is helping us work towards new playground equipment.

Enclosed in this packet is helpful information, pre-order forms, and flyers to help you as you get started selling. Please read the reverse side of this note for details and specifics that you'll need to know unique to this wreath season. **Please note that all pre-orders are due no later than 10 am on Friday, November 9th. After November 9th, direct sales will continue.** Please turn in pre-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.

We are working to have a student visit each Camp Sherman resident and reach out to as many local businesses as possible in Camp Sherman and Sisters. To help accomplish this the PTO has organized different zones in Camp Sherman and Sisters so there are small regions that are much more manageable. Families are encouraged to sign up for a zone to knock on doors. Families can share a zone so children can do this with a friend and families can work together. Please be sure to leave flyers and order forms with those that might be interested later, AND then be sure to check back in.

Please help your student represent BBS well by providing positive customer service from the first, following up as needed, and making sure all deliveries are timely.

Please contact us with any questions or to share how you'd like to help make wreath sales a success for Black Butte School. Your involvement is greatly appreciated and helps make Black Butte School what it is!

Thank YOU!

Jane Petke

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

Rachel Gonzalez

Home: 541-595-0131
Cell: 541-306-1924
rachel.gonzalez21@gmail.com