



2016 Holiday Fundraiser

OVERVIEW

(Detailed information included in packet)

IMPORTANT FACTS AND DATES!

- **MANDATORY PARTICIPATION:** The B-CC Crew Holiday Fundraiser participation or opt-out is **mandatory** for all B-CC Crew team members. This event is **key** to providing basic operating expenses for the team, and the financial livelihood of the Spring season depends on it!
- **OPT-OUT OPTION:** You may opt-out of the fundraiser by sending a **\$325** check made out to “B-CC Crew Boosters” to **Katherine Grover, 4527 Maple Ave., Bethesda, MD 20814** (please also email your intention to opt-out to ksg4601@gmail.com) – **DEADLINE FOR OPT OUT IS Nov. 12. Opt-out after Nov. 12 = \$450.**
- **SALES GOALS:** All crew members must sell at least 20 products.
- **PRODUCTS FOR SALE:**
 - \$20: Beautiful blue/white, 6-inch hand-dipped, Chanukah candles
 - \$23: Fragrant 22” natural balsam fir wreath with velvet bow
 - \$32: Boxed, decorated wreath (pine cones, red holly berries and a velvet bow)
- **INTERNET ORDERS:** Your customers can also place orders **until Nov. 11** by visiting www.bcccrew.org. **Internet orders must be picked up and delivered at the same time as all other orders.**
- **FINAL ORDERS DUE:** All orders must be turned in **NO LATER THAN Nov. 15**
No orders will be taken after this date. All orders and money will be collected at Smoke BBQ (4858 Cordell Ave, Bethesda, MD 20814) from 5-9pm. **NO CASH WILL BE ACCEPTED. PLEASE CONVERT ALL CASH TO A CHECK MADE PAYABLE TO BCC CREW BOOSTERS.**
- **DELIVERY:** Wreaths and candles will arrive Thanksgiving weekend. Pickup info is in the packet. **You must arrange to pick up and deliver your products** and ensure that you **deliver the wreaths** while they are still fresh to your customers, and **be careful not to break the candles!**

2016 B-CC Holiday Fundraiser Sales Guide

1. Use your “Dear Neighbor” letter to introduce yourself and the products to your customers
2. Make extra copies of your “Dear Neighbor” letter and personalize with your own information (all forms can be found on www.bcccw.org)
3. Make copies of your Customer Order Forms / Customer Receipts, one for each customer
4. **Be sure to leave a receipt with your customer** (it is important that they have your contact information)
5. Collect all Order Forms together and enter into your “Holiday Fundraiser Tally Sheet” – **this is your record to guide you in the receipt and delivery of your products**
6. Fill out your “Holiday Fundraiser Summary Sheet” and return with your collected funds **no later than Tuesday, Nov. 15. PLEASE DO NOT DROP OFF CASH. Combine your drop-off amount into as few checks as possible made out to “B-CC Crew Boosters”.**
7. Tables will be set up at Smoke BBQ (4858 Cordell Ave, Bethesda, MD 20814) from 5-9pm on the night of November 15th for Summary Sheet and money collection. If you cannot attend on the evening of November 15th and would like to drop your order off early, please call Katherine Grover at 301-526-4988 to arrange an alternate drop off time. Please note that you will be asked to stay while your order and dollar amounts are verified.
8. Holiday products can be picked up at the Grover’s home at 4527 Maple Ave., Bethesda, MD during the following times:
 - a. Saturday, November 26th from 12:00pm – 5:00pm
 - b. Sunday, November 27th from 12:00pm – 5:00pm
 - c. Monday, November 28th from 4:00pm – 7:00pm
9. **You must arrange to pick up your products during one of these times, and please deliver promptly to your customers to ensure freshness of the wreaths. Be careful with the candles to ensure that they do not break!**
10. Deliver your products to your customers, and you are done (**be sure to leave a Thank You note – also included in the packet!**)

Sales Tips:

- Wear your B-CC Crew gear when selling our holiday products
- Go in groups if possible
- Some athletes prefer to purchase the products in advance and then set up a table in their neighborhood and sell together as a group (make sure you ask permission if setting up a table at a store, etc.)

ATHLETES: PLEASE MAKE COPIES AND FILL OUT FOR EACH CUSTOMER.



Customer Order Form

*Thank you for your Support of the
BCC High School Crew Team!*

DEADLINE: Nov. 15

UNDECORATED WREATH (\$23) <i>Double-sided, fragrant 22" natural balsam fir wreath with velvet bow</i>	BOXED / DECORATED WREATH (\$32) <i>Beautiful 22" natural balsam fir wreath decorated with clusters of pine cones, red holly berries and a velvet bow</i>	CHANUKAH CANDLES (\$20) <i>Beautiful blue/white, 6-inch hand-dipped Chanukah candles (44 candles/box)</i>
Quantity:	Quantity:	Quantity:

TOTAL AMOUNT DUE:

Checks can be made to "BCC Crew Boosters"

Orders may also be placed online **until Nov. 11**
at www.bcccrew.org

Please fill in information clearly:

Customer Name:	
Customer Address:	
Customer Telephone:	
Customer Email:	
Crew Member Name:	
Crew Member Telephone:	



Customer Receipt

*Athletes: please fill out info, detach and
leave receipt with your customer*

**Your products will be delivered to your home
shortly after Nov. 26**

# Undecorated Wreaths Ordered:	
# Decorated Wreaths Ordered:	
# Boxes of Candles Ordered:	
TOTAL \$ AMOUNT RECEIVED:	

Please fill in information clearly:

Crew member's Name:	
Crew Member's Telephone:	

www.bcccrew.org

Info/questions: please contact

Katherine Grover at 301-526-4988 or ksg4601@gmail.com

OR Anya Nebel at 301-741-0177 or anebel1@me.com

***Thank You for Supporting
the BCC Crew Team!***

ATHLETES: PLEASE MAKE COPIES AND FILL OUT FOR EACH CUSTOMER.



2016 Holiday Fundraiser Summary Sheet

Please hand deliver this summary sheet with your payment:

Date: November 15th

Location: Smoke BBQ (4858 Cordell Ave., Bethesda, 20814)

Time: 5:00pm – 9:00pm

*If you cannot attend on the 20th, please contact Katherine Grover at 301-526-4988
or Anya Randall Nebel at 301-741-0177 to make alternate arrangements.*

PRIOR TO DROPPING OFF THESE MATERIALS, PLEASE ENSURE THAT YOUR AMOUNTS AND TOTALS MATCH AND THAT YOU ARE SUBMITTING THE CORRECT AMOUNT OF MONEY

Please do not submit cash, make checks payable to B-CC Crew Boosters

Athlete Name:	
Address:	
Phone:	
Email:	

TOTAL PRODUCTS TO BE PICKED UP BY SELLER:

TYPE OF SALE	# UNDECORATED WREATH (\$23)	# BOXED WREATHS (\$32)	# CANDLES (\$20)	General Donations (\$ amount)	Total \$ Sold
<i>Regular</i>					
<i>Online</i>					
<i>TOTAL PRODUCTS TO BE PICKED UP (add "regular" and "online")</i>					
TOTAL					

Amount Enclosed (DO NOT INCLUDE \$\$ FOR ONLINE SALES OR DONATIONS):

Total Amount for Products Sold (NOT INCLUDING ONLINE SALES):	
Additional Donations Received (NOT INCLUDING ONLINE DONATIONS):	
TOTAL ENCLOSED:	

BCC CREW FUNDRAISER TALLY SHEET – FOR ATHLETES USE ONLY – PLEASE DO NOT SUBMIT

	CUSTOMER NAME	CUSTOMER ADDRESS	# Boxed Wreaths \$32	# Plain Wreaths \$23	# Chanukah Candles \$20	Donations \$	Total Received \$	Payment
1			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
2			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
3			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
4			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
5			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
6			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
7			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
8			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
9			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
10			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
11			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
12			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
13			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
14			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
B	TOTAL THIS PAGE <i>Use this area to total your sales / input onto next page</i>		X \$32	X \$23	X \$20	\$ Donations <i>Total this Page</i>	\$ Received <i>Total this Page</i>	Total \$ Donations + Received =

QUESTIONS? CONTACT Katherine Grover at 301-526-4988 OR Anya Nebel at 301-741-0177

BCC CREW FUNDRAISER TALLY SHEET – FOR ATHLETES USE ONLY – PLEASE DO NOT SUBMIT

	CUSTOMER NAME	CUSTOMER ADDRESS	# Boxed Wreaths \$32	# Plain Wreaths \$23	# Chanukah Candles \$20	Donations \$	Total Received \$	Payment
15			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
16			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
17			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
18			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
19			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
20			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
23			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
22			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
23			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
24			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
25			X \$32	X \$23	X \$20	\$	\$	<input type="checkbox"/> check <input type="checkbox"/> cash
A	TOTAL THIS PAGE <i>Use this area to total your sales from this page</i>		X \$32	X \$23	X \$20	\$ Donations <i>Total this Page</i>	\$ Received <i>Total this Page</i>	Total \$ <i>Donations + Received =</i>
B	TOTAL PREVIOUS PAGE <i>Use this area to total your sales from the previous page</i>		X \$32	X \$23	X \$20	\$ Donations <i>Previous Page</i>	\$ Received <i>Previous Page</i>	Total \$ <i>Donations + Received =</i>
C	TOTAL THIS PAGE (A & B) <i>Use this area to total your sales (this page + previous page)</i>		X \$32	X \$23	X \$20	\$ Donations <i>A + B</i>	\$ Received <i>A + B</i>	Turn In \$:

QUESTIONS? CONTACT Katherine Grover at 301-526-4988 OR Anya Nebel at 301-741-0177



Thank you for your Support of the B-CC High School Crew Team!

December, 2016

Dear Neighbor,

On behalf of the B-CC Crew Team, thank your for your holiday purchase!

Now beginning our 24rd season, we are one of a handful of public high school crew teams in Montgomery County. As a club sport, we receive no financial support from the school, or the MCPS school system. Your support is very important to us as it provides much needed operational funds for our Spring 2017 season.

Again, thank you for your support of the B-CC High School Crew Team!
We wish you a wonderful holiday season.

Sincerely,

The B-CC Crew Team