

Homecoming Mums Project Volunteers Guidelines

Please read and sign prior to enlisting for an event!

HOMECOMING IS OCTOBER 26, 2007

SALES:

(FOOTBALL GAME / LUNCH TIME / SPECIAL EVENTS (Open House))

1. Be at the stadium 30 minutes prior to the game to setup the table. Make sure that you sign in with the fundraiser coordinator.
2. Set up the table, have order forms available.
3. Payment is due upon receiving the order. Issue a receipt for each sale. This is the "claim" ticket for the mum on delivery day.
4. Log in all sales on the log sheet.
5. Work with the Publicity Team to get materials for each event.

PUBLICITY:

1. Design posters.
2. Set up booths at all student & parent functions.
3. Post signage and solicit sales.

PRODUCTION CREW: *(some assembly required)*

It is a tremendous effort to assemble these mums. Workshops will be held for everyone to get together to assemble the mums as the orders are received.

1. Meet at designated home.
2. Assemble mums.