



## Minnesota 4-H Foundation Route 29 Fundraiser

**April 1 - 15, 2009**

### **CLUB LEADER/COORDINATOR INSTRUCTIONS:**

Please review the following instructions carefully. We are using a new company and have changed the percent clubs will earn. By following these important steps you will be ensuring the quick processing of your club's orders and proper crediting for your club. **Information in red is new this year.**

❖ **Selling Route 29 products – quality food products from a reputable Minnesota company**

- The Minnesota 4-H Foundation serves as the contact person with Route 29.
- At the end of the sale you will send your order forms to the Minnesota 4-H Foundation for processing.
- The 4-H Foundation will process all 4-H orders and send them onto Route 29 with one check to cover all the costs for our statewide fundraiser.
- The 4-H Foundation will then issue each club their portion of earnings.

❖ **Orders will be delivered to the club for distribution.**

- There is an increase in the Percentage that the clubs will get to compensate for the extra work required this year.
- Awards that members win will be sent to the club leader along with the product.
- You must keep the pink copy of all order forms so that you can properly deliver the product to your customers.
- Both the white and yellow copies of the order form must be sent to the MN 4-H Foundation along with the checks.
- All orders must be in by April 20<sup>th</sup> for processing.
- This year clubs will get 15% of total club sales.
- Please allow 6 – 8 for processing and delivery.

❖ **35% of all sales benefit Minnesota 4-H**

- **15% to the local club (5% increase to help with distribution of products sold)**
- 10% to the state 4-H program to support the mission of 4-H in Minnesota.
- 10% to the Minnesota 4-H Foundation.

❖ **Awards program for sellers**

- 4-H members have the chance to earn awards from the Minnesota 4-H Foundation based on how much they sell.
- There are 3 award categories that are determined by the total dollar amount that the club member sold.
  - \$100.00 – \$249.99 will receive a 4-H sport backpack,
  - \$250.00 - \$449.99 will receive a \$10.00 gift card,
  - \$500.00 and over will receive a \$20.00 gift card.
- **The club that has the highest total sales will be invited to a private tour of the Route 29 factory and an opportunity to make their own candy all expenses paid.**

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- ❖ **Customers pay for their products at the time of ordering**
  - **All checks are made out to the** Minnesota 4-H Foundation. If checks are made out to Route 29, your club, or anyone other than the Minnesota 4-H Foundation your whole order will be returned to your club for correction. This will cause delays in the processing of your club's orders.
  - **Orders must be in the MN 4-H** Foundation office by April 20th
  
- ❖ **Method of Payment**
  - **ONLY checks** will be accepted by the Minnesota 4-H Foundation. If your customers want to pay cash for their order, then your club must deposit the cash and make a check out for the order to the Minnesota 4-H Foundation. You may make out one club check to cover cash payments on multiple orders however it must be clearly marked to identify which orders are being paid for by the club check. Please indicate directly and clearly on the order form if your club check is covering the payment on that order.
  
- ❖ **There are NO on-line or credit card orders.**
  
- ❖ **Recording your orders on the Order Summary Form**
  - Please be sure that you have entered your club member's names and the total amount sold on the back side of the **ORDER SUMMARY FORM**. All awards will be determined by what is entered. If you did not receive information about the Award Program in your packet contact the Minnesota 4-H Foundation at 612-624-7971 immediately!
  - Fill out the both sides of the Order Summary form completely and send in with all orders. There is a check list on the form for you to use to make sure all steps have been done.
  
- ❖ **Identifying orders on order form and order summary form.**
  - **Members** must use their name and specific club code on order forms to receive proper credit for their sales. This includes credit to the club as well as credit for the members' individual prize winnings.
  
- ❖ **Missing Information**
  - If you did not receive information about the Award Program in each packet contact the Minnesota 4-H Foundation office at 612-624-7971 immediately!
  
- ❖ **Run out of Order forms**
  - If you run out of order forms you can take them from another packet, contact your County PC/PD, or call the MN 4-H Foundation office. 612-624-7971
  
- ❖ **Great support for Minnesota 4-H!**
  - You'll help your family, your club, your community, your state and your foundation!
  - Visibility for Minnesota 4-H in all communities.

***CONTACT YOUR COUNTY 4-H PROGRAM COODINATOR OR DIRECTOR TO  
RECEIVE YOUR FUNDRAISING PACKET.***

*If you do not have a County PC, please call the Minnesota 4-H Foundation at 612-624-7971.*

*Please call 612-624-7971 if you have any questions!*