



Fundraising Timeline

When creating your timeline we often recommend working backwards from your delivery date.
(See next page for an example)

1 Select Delivery Date

- **Timing:** Choose a date between November and December. Schedule this with a GSF representative as specific dates are available for your region.
- **Coordination:** Try to align your delivery date with other school events, for added convenience.
- **Preferred Time:** You can request a preferred delivery time when submitting your final order, but please note that delivery time requests cannot be guaranteed.

2 Customer Pick-up Date

- **Timing:** Schedule the parent pick-up for the day after the delivery. This helps avoid confusion and last-minute scrambles in case of delivery delays due to traffic or weather.
- **Organization:** Use the extra time to organize the plants before customers arrive for pick-up.

3 Team Order Due Date

- **Deadline:** Submit your final order through your team website at least 14 days before your scheduled delivery date.
- **Extensions:** If your team needs more time, reach out to a GSF representative for assistance.

4 Customer Order Deadline

- **Collection:** Gather all order forms from your group a few days before the final team order due date.
- **Preparation:** Allow yourself enough time to collect orders and payments, finalize numbers, and add any last-minute orders before submitting your team order.

5 Campaign Launch Date

- **Start Date:** Choose a date to kick off your fundraiser. Many groups prefer to start as soon as possible to maximize selling time.
- **Sales Period:** Ensure your group has at least 2 to 3 weeks to sell the plants, giving everyone ample time to reach out to their networks and collect orders.





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Important Dates

Important Dates	Example	Your Schedule
Campaign Launch	November 2nd	
Customer Order Deadline	November 15th	
Team Order Due	November 18th	
Delivery	December 1st	
Customer Pick-Up	Next day or December 1st	

Additional Tips

- **Clear Communication:** Keep your team and customers informed at every stage. Use emails, social media, and your website to share important dates and updates.
- **Promotional Materials:** Use the Resources tab on your team's website to access helpful materials and tools to promote your fundraiser.
- **Team Motivation:** Regularly update your team on progress toward your fundraising goal to keep everyone motivated and engaged.
- **Contingency Planning:** Have a plan in place for handling any issues that may arise, such as delivery delays or order discrepancies.

Need Help? Contact Us!

For any questions or issues, don't hesitate to call the office at 1-866-806-1523. We're here to support you every step of the way!

By following this timeline, you'll ensure a well-organized and successful fundraising event.

Good luck, and happy fundraising!

