



2019/2020 Fruit Sale Captain Information



Role:

- Motivate team to sell fruit and remind them of important dates
- Collect and double check orders and money from team members
- Questions? Ask fruit sale parents (not directors)

Dates:

Kickoff: Monday, November 25

Collect Orders: Wednesday, December 18
Wednesday, January 8
Wednesday, January 15
Friday, January 17

Fruit Arrival: Thursday, January 30
Students unload, inspect, and package fruit. **Dress warmly!**

Fruit Distribution: Thursday, January 30; Friday, January 31; Saturday, February 1
1. Customer drive up/pick up, **OR**
2. Student pick up and deliver to customers

Collecting Orders:

1. You should only have WHITE copies.
Return yellow/pink to seller.
2. Clip money to its individual order.
Keep monies with each order-- don't combine money!
3. Donations should also be clipped to individual order form.
If no fruit is ordered, make sure donation box is marked.
4. Group orders by SELLER.

Tallying Orders: - USE PENCIL ONLY:

1. Confirm that money clipped to each order is correct based on order total.
If total on order form says \$50, make sure \$50 is clipped to order.
2. FOR EACH SELLER: ** make sure to enter information in correct Date columns **
 - A. Count total number of cases of ORANGES sold by seller.
Make sure you document half cases as .5.
Enter total in "O" column on tally sheet.
 - B. Count number of cases of GRAPEFRUIT sold by seller
Make sure you document half cases as .5.
Enter total in "G" column on tally sheet.
 - C. Count DONATIONS collected by seller.
Document total donation amount in SD column on tally sheet.
 - D. If no sales / donations, enter 0 in the appropriate column.
Leave no box empty!!

After Tallying

1. Place tally sheet and paper-clipped orders/monies in your team envelope.
2. Take envelope to music office to be checked by music parent volunteers. Numbers will be recorded on master sheet.
3. Collect any prizes for your team members. Distribute when you return to class.

*** ASK PARENT VOLUNTEERS IF YOU HAVE QUESTIONS / PROBLEMS ***