**Quick Guide to the ELRC 2019 Holiday Sale – “Buy Gifts that Give Back”**

Holiday sale website: [www.evlrc.net](http://www.evlrc.net)

Not to be confused with the club website: [www.evlrc.org](http://www.evlrc.org)

Committee members: Marisa, Bruce, Kate, Steve Carlson, Steve Steiber, Steve Goranson, Joan, Lesley, Bill Vernon, Kassandre

1. The ELRC Holiday Sale (HS) provides about half of our club’s committee funding. We offer products to friends and family so that we in turn can help others through our grants.
2. Holiday sale items and prices are listed on the order form. You can get copies at club meetings or you can download a pdf file on the HS website. There is a “fillable” pdf version that you must save to your computer BEFORE filling out the form. Once saved, open it in Adobe Acrobat, fill in the blanks and the form will add up the costs for you. Then save it again to your drive before sending. If you send a copy to your customers, you will need to explain this to them.
3. Once you have an order listed on the order form, you then enter your or your customer’s order into the online HS ordering system on the HS website. To get into the system, you need a login and password. If you don’t know it, contact Joan Borg and she can refresh your memory or provide a new one. borgjoan@gmail.com
4. To enter an order, first find your name as Rotarian. Then enter the customer information, entering as many contact details as you can. You must also select a delivery date from one of the dates listed on the order form. December 7st is our major pickup day. Additional dates are Nov. 30 and Dec. 4, 11, and 14 (see below). **Record the order number that the system gives you on your order form**. If you need more detailed instructions, we can provide written instructions or personal help. Other special arrangements can be made for large orders over $100.
5. To make payments, there are two options: credit card or check. Credit card details can be called in or go on the order form. To call in, email us at info@evlrc.net and provide the customer name and phone number. The customer will be contacted to provide the credit card information verbally. To write the credit card information, be sure to get ALL information requested including ZIP Code. Checks should be made out to ELRC Foundation with the HS order number on the memo line. Attach the check to a copy of your order form and submit all forms (including credit card orders) in an envelope to Joan (she processes payments) or place it in the order box at club meetings. Consider keeping copies of your order forms but protect the credit card information.
6. Rotarians are responsible for delivering products to their own customers; we can arrange for you to get help if needed. When picking up products on our delivery dates, please be prompt, and contact a committee member if you need to make other arrangements. You will learn more details about pickup dates, times, and locations as the dates get closer. **Mark your calendar for Dec. 7st as the major floral pickup date, and Dec. 14th as the major food pickup date**.
7. **Consider signing up to volunteer for our pickup dates.** You can help with distribution or with order delivery. Watch for signup sheets at club meetings and in club emails.
8. We can make accommodations for large orders such as businesses. You can also arrange to take products on consignment for specific events like a church meeting or dinner party, and then return products that you didn’t sell. We also accept monetary donations, all of which goes toward our projects. Receipts for tax purposes will be issued.
9. There are order deadlines for placing orders that vary by product. You’ll learn of deadlines at meetings and in emails, and you’ll receive the HS schedule with deadlines in a separate document.

Questions: marisanaujokas@gmail.com or borgjoan@gmail.com or ask any HS committee member

**2019 SCHEDULE**

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| --- | --- | --- | --- | --- | --- | --- |
| **Event** | **Category** | **Ham** | **Citrus** | **Pecans/ Coffee** | **Trail Mix /****Cranberries** | **Greenery** |
| **Orders for Thanksgiving Due** | **Food** | Nov 7 | -- | Nov 7 pecans/ Nov 18 coffee | Nov 7 | -- |
| **First Food Delivery / Thanksgiving** | **Nov 23**  | -- | **Nov 23**(flexible and ongoing) | **Nov 23**(flexible and ongoing) | -- |
| **Orders for December food delivery date** | Dec 1 | Dec 1 | Dec 4 | Nov 29 | -- |
| **Major food delivery day** | **Dec 14** | **Dec 14** | **Dec 14**(flexible and ongoing) | **Dec 14** (flexible and ongoing) | -- |
| **First floral delivery day** | **Floral / Greenery** | -- | -- | -- | -- | Nov 30\* |
| **Second weekday floral day**  | -- | -- | -- | -- | Dec 5\* |
| **Major floral delivery day** | -- | -- | -- | -- | **Dec 7**\* |
| **Alternate and final floral delivery** | -- | -- | -- | -- | Dec 11**\*** Dec. 14\* |

\***Your order for floral/greenery must be in the system at least 36 hours prior to when you want to pick it up because Clesen’s pulls the order the morning before pickup**

General Manager: Marisa Naujokas - 847-977-1336 marisanaujokas@gmail.com

Volunteer Manager: Steve Steiber – 847-867-1123 ssteiber@creativecaremanagement.com

Greenery Product Managers: Steve Carlson - (312) 404-3150 sc.carlson@sbcglobal.net

 And Kassandre McGovern kmcgovern3@luc.edu

Pecan Product Manager: Kate Collinson - (847) 910-1704 kate.collinson@comcast.net

Coffee and Pecans: Jean Saunders jesaunders1@gmail.com

Citrus Product Manager: Lesley Peters - (813) 361-9271 lesley.peters@gmail.com

Ham Product Manager: Bill Vernon – (312) 961-3303 bvernon@comcast.net

Trail Mix Manager: Steve Goranson - (773) 899-6970 goranson.stephen@gmail.com

Business/Order Manager: Joan Borg - (847) 420-8581 borgjoan@gmail.com

Information Systems Managers: Joan Borg (847) 420-8581 borgjoan@gmail.com

and Bruce Baumberger (847) 370-3515 gov.bruce@rotary6440.org)