

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

Holiday sale website: www.evlrc.net

Not to be confused with the club website: www.evlrc.org

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

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. We will not have flexibility with floral and greenery pickups this year as we are limited to the dates listed. December 1st is our major pickup day so please try to use that date as much as possible when ordering. **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.
5. To make payments, there are two options: credit card or check. Credit card details go on the order form. 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 or Marisa (they process 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. 1st as the major floral pickup date, and Dec. 15th 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

2018 SCHEDULE

Event	Category	Ham	Citrus	Pecans	Trail Mix / Cranberries	Greenery
Order for Thanksgiving Due	Food	Nov 9	--	Nov 10	Oct 31	--
<u>First Food Delivery / Thanksgiving</u>		Nov 17	--	Nov 17	Nov 17	--
Order for December food delivery date		Dec 7	Nov 26	Dec 7	Dec 1	--
<u>Major food delivery day</u>		Dec 15	Dec 15	Dec 15	Dec 15	--
First weekday floral delivery day	Floral / Greenery	--	--	--	--	Nov 28*
<u>Major floral delivery day</u>		--	--	--	--	Dec 1*
Second weekday floral day		--	--	--	--	Dec 5*
Alternate and final floral delivery		--	--	--	--	Dec 8*

*Floral/greenery order cutoff dates to be announced