

COOKIE DOUGH FUNDRAISER General Information

PARENT GRADE LEVEL VOLUNTEERS

COORDINATOR: Beth Mercer

K: Suzanne Parmiter, Bethann Fisher

1ST: Kris Beard (217); Julie Burhans

2nd: Megan Williams (Alexander); Denise DeLucia

MULTIAGE: Beth Mercer

REFERENCE DATES:

1. Informational letter home September 29th
2. Cookie Dough/Cheesecake Packets home with children Monday, October 6th
3. Order forms and money due; Tuesday, October 21
4. Final tally to DNN Enterprises; November 6th (they will take orders through 11/12)
5. Delivery Day; November 20th 3-7pm

General Information:

- We earn 40% from sale/funds collected
- Each student will be given promotional packet with parent information letter
- Each teacher will be provided with a class list and a folder to keep track of orders in
- The parent volunteers will be responsible for collecting the orders at the end of the sale or as requested by teacher
- We need to discuss how the money is handled (many helpful ideas from Becky Stockwin)
- Parent volunteer for grade level will be responsible for making sure student/parent contact information is on order form, tallying orders (double checking), reconciling the order with the money submitted, preparing deposit for PTO treasurer (Betsy Britt)

I would like to plan a meeting for the week of Oct 6-10th to discuss how we will process the 400 sum order forms and the money that accompanies those. Please email me or call me to let me know when is a good time to meet for about 30min to clarify everything.

Thanks. Beth Mercer 753-3705; jmerc4@twcny.rr.com