

Team Captains: Please review this information and share it with your team members and driver, complete the last page with your team info, have your team driver sign it and get it to Mr. Haas ASAP – by Wednesday, February 4, 2009.

Guidelines for Student Fund Raising

Ridgewood High School Band Association
Ridgewood High School Band Program

The Ridgewood High School Band Program relies upon fund raising activities for all purchases and activities not covered by the school budget. All fund raising activities fall under the organization of the Ridgewood High School Band Association.

The Ridgewood High School Band Association raises funds for the Band Program through the following major fund raising events:

- **AD Journal:** Sales of advertising space to merchants, parents, community members for inclusion in the annual ad journal. This journal is distributed with the concert program for each performance by any curricular or co-curricular group associated with the band program.
- **Poinsettia Sale:** Door to door sales on one day as an organized town wide “blitz”. Limited time individual sale period thereafter.
- **Citrus Sale:** Door to door sales on one day as an organized town wide “blitz”. Limited time individual sale period thereafter.

Other potential revenue sources include the car wash, concert donations, and the benefactors plaque.

Since the poinsettia and citrus sales involve door to door sales, the following guidelines have been set and must be followed to be a certified Ridgewood High School Band Program event:

- Town wide door to door sales will be limited to the advertised date as found in the booster calendar. These dates will be listed in the local newspapers and the Ridgewood Police will be notified of our activity around town.
- Students will be grouped in teams of 4 students with **one parent** to serve as chaperone and driver. Students may **not** drive teams.
- School sponsorship is given for the “blitz” day only. Individual sales are certainly permitted after the blitz day, but must be done with parental permission or supervision. In cases where parents are unable to assist students after the blitz, students should sell with partners.

BLITZ DAY PROCEDURES

Since 1989, the Poinsettia Sale and Citrus Sale have been done in the “blitz day” style. This allows for maximum town coverage in a minimum time period. Due to the large amount of adult supervision, this type of sale provides a safe environment in which the students can seek community financial support. “Blitz Days” are listed in the booster calendar as the starting dates of these sales. The following list outlines “blitz day” procedures:

1. Prior to the blitz, students will be organized into teams of at least 4 students with one of the students serving as team captain. Each team of students will have a **parent** driver, and will receive a team number.
2. On the day of the blitz, a sectioned map of Ridgewood will be hung in the campus center. Each team will be assigned a section or sections of town in which each team will sell on blitz day. Maps of each team’s sections will be included in the driver’s packet.
3. On the day of the sale, **all team members and parent drivers** must report to the campus center or cafeteria, as directed, and sign in. Team captains and drivers will report to the band association committee chairperson to receive ziplock bags for the driver and each team member. Each team member’s bag will contain order forms, door hanger flyers and receipts.
4. Teams will leave the school under the supervision of the parent driver and proceed to the assigned area of town. Drivers will park their car at the curb in the middle of the block. Students will then sell on that block between intersections... two on one side of the street, two on the opposite side.

5. Parent supervisors will watch students from their car, ensuring that the students go from one house to the next safely. **Students may not go into the homes of residents under any circumstances.** If this occurs, parents should knock on the resident's door and retrieve the student.
6. Students will go to individual houses, ring the bell, identify themselves as members of the Ridgewood High School Band, and give the "sales pitch". If a sale is made, students will give a receipt and record the information on the order form. Payment **must** be collected at this time. Checks are preferred, payable to "RHS Band Association". COD's are not permitted.
7. If nobody is at home, students must leave a door hanger flyer with their ID number on the flyer.
8. At the end of each block's sales, students will return to the parent car and await the return of teammates. Sums of cash over \$50 should be left with the parent driver. Parent will then drive to the next block and repeat this process until areas are completed.
9. All students and drivers **must** report to the campus center to turn in money and orders as soon as they are done. It is not necessary to stay out for all four hours if students are finished earlier. The deadline for checking out is 4:30 p.m.
10. REMINDER: Individual sales are certainly permitted after the blitz day, but must be done with parental permission or supervision. In cases where parents are unable to assist students after the blitz, students should sell with partners.
11. Students are responsible for delivering all orders.
12. Students receive fund raising credit for each sale, each delivery, and for helping to unload the delivery truck.

Citrus Sale Dates

Team Captains return attached driver form to Mr. Haas by Wednesday, February 4, 2009

Blitz Day Sunday, Feb. 8, 2009, from 12:30 to 4:30pm

Student Orders due by Friday, Feb. 13, 2009 (right before vacation)

Mail-order Deadline Tuesday, Feb. 17

Delivery Day Saturday, March 7, 2009 – 6:00am unload, 9:00am pick up orders

Questions? Contact:

Mr. Haas at school or

Ms. Carol Gyzander at 201-447-2442 (home) or 551-427-8474 (cell) or cgyzander@aol.com

CITRUS SALE TEAM/DRIVER FORM

Team Captains: Please list your team members and parent driver below.
You **MUST** return this form to Mr. Haas by *Wednesday, February 4, 2009*.

Team Captain: _____ Cell phone: _____

Team Member: _____ Cell phone: _____

Team Member: _____ Cell phone: _____

Team Member: _____ Cell phone: _____

Parent Driver: _____ Cell phone: _____

To the parent driver: CITRUS SALE BLITZ DAY IS SUNDAY, FEBRUARY 8, 2009

Thank you for volunteering to drive for our annual Citrus Sale Blitz Day. Your participation as a chaperone and driver for this event is integral to the success of the day. Please be sure to read the information and guidelines provided on this form.

Please understand that the students must be supervised **AT ALL TIMES**, and that you must stay with your group. Please make sure that students wear seat belts. Please travel only to the areas to which you have been assigned. We must have a basic idea of where all groups are at all times. **DO NOT** stop for food breaks, etc. as that will greatly delay the sale and your return to the school.

You also will be asked to check the order forms of the students in your team prior to check-out. Please indicate that you have read these guidelines by signing below.

I have read the Guidelines for Student Fund Raising. I agree to drive a team of students and to follow the guidelines as written. I understand that this fund raising event runs from 12:30 PM to 4:30 PM. I further understand my responsibility not only as a driver, but also as a chaperone.

Parent Driver Signature:

Blitz Day Cell Phone Number: