



**2018 EVERGREEN SALE  
LINCOLN-WAY EAST MUSIC BOOSTERS**

The Lincoln-Way East Music boosters are again sponsoring a voluntary IBA Evergreen Fundraiser where proceeds from the items sold are deposited directly into your students IBA. This is a popular fundraiser as the quality of this merchandise is excellent and it's a great way for your student to earn IBA money.

**COPIES OF SALES BROCHURES AND ORDER FORMS ARE AVAILABLE OUTSIDE THE MUSIC OFFICES OR ON THE BOOSTERS WEBSITE AT [LWEMUSICBOOSTERS.ORG](http://LWEMUSICBOOSTERS.ORG) UNDER FUNDRAISERS.**

**ITEMS SOLD will need to be entered ON-LINE IN THE CHARMS STORE to COMPLETE your order.**

In addition to the items available for sale and delivery by the students **SHIPPED WREATHS and SHIPPED CENTERPIECES** are also available and make a **GREAT GIFT** for out of town family and friends. The cost for SHIPPED WREATHS or SHIPPED CENTERPIECES is \$36.00 each. A **separate form** is required for placing shipped wreath orders. Be sure to include the buyer's name and address...please NO P.O. Boxes as these items are sent UPS/FedEx. There is also space for a message on the order form.

When selling items make sure that your customers **make any checks payable directly to you.**

To finalize your sale:

- Summarize your total items sold by category. ENTER THESE CATEGORY TOTALS AS YOUR ORDER ONLINE IN THE CHARMS STORE, make sure to select Bill & Print, and Process Payment when you are checking out. You can then run a report to verify your quantities and total.
- Gather all payments to you and then write one check to LWE Music Boosters for your entire order.
- Return a copy of your order with your payment to the Blue Mailbox in the music hallway, by 10/26/18, **NO CASH AND ONLY ONE CHECK PER ORDER PLEASE!**

Evergreen pick up dates are set for November 16<sup>th</sup> and 17<sup>th</sup>. Times and location will be confirmed as the dates get closer. **Parents...we could use your help with the sorting of product when it is delivered and during pick-up times. You can sign up in Charms to volunteer for these dates, 11/16 and 11/17.**

Feel free to reach out to the chairperson(s) below with any questions:

<b>IMPORTANT DATES TO REMEMBER</b>	
Sunday October 1 <sup>st</sup>	Begin Selling
Friday October 26 <sup>th</sup>	Order forms and money due in Blue Mailbox
Friday November 16 <sup>th</sup>	Order Pick-up 6:00pm – 8:00 pm
Saturday November 17 <sup>th</sup>	Order Pick-up 9:00am to Noon

Chair: Bob Garcia – [bobgarcia1@yahoo.com](mailto:bobgarcia1@yahoo.com)

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