

How to Organize and Turn in your Fruit Sale Saturday Sales

Hope everyone had a successful and fun fruit sale weekend! When organizing your orders and money for collection on Monday, please make sure of these few items.

- Make sure the names of all the students in the group and contact numbers are listed on the order form.
- Each Item Number (10, 2, 11, 8 etc.) on your group order form should be totaled and written in the correct spot in the bottom right corner.
- Total units, total paid, and donations should be added together and written in the correct spot on the bottom right corner.
- **All money and checks should be counted and verified. Be sure what you have collected matches the amount in the “total paid” box in the bottom right corner of your order form. Funds received will be counted with multiple people present. Any discrepancy will be the group’s responsibility.**
- On the exterior of the white envelope, you should write the **TOTAL** quantity of each product ordered on your tally sheet. Then write the total amount due from each item and add all together for the total amount due at the bottom. This helps to verify numbers and amounts are correct.
- The outside of the envelope should also have group names and phone numbers.
- Put the order form and total payments into the envelope and seal it.

The envelope should be turned in to Mrs. Mathis, Fruit Sales Chairperson, on Monday, 9/9, after band rehearsal. Email Sarah Mathis with any questions at fruitsale@nrbandboosters.org.