



## Steps for Success 2023

1. Go to our website [www.lyndegreenhouse.com](http://www.lyndegreenhouse.com), roll over the fundraising tab and scroll down to the Winter Fundraising link. On this page, you will find an orange oval labeled, Fundraising Sign up. Click on the box and fill out the information. Once completed, click submit and the form will be sent to Kate Barnard. **Please submit this form by Monday October 2, 2023.**
2. If you qualify as a Tax-Exempt organization, please make sure we have a copy of your tax exemption form (ST3 form). If you are a returning customer, only do this if your information has changed. Send forms to [kate@lyndegreenhouse.com](mailto:kate@lyndegreenhouse.com), or fax it to 763-420-9529.
3. If your group chooses to sell Gift Cards, download, and review the *Gift Card Policy & Discount Program* PDF under Important Documents on Holiday Fundraising page. You can pick up and pay for Gift Cards at our office beginning **November 6<sup>th</sup>, 2023, Monday through Friday from 8:00 am- 4:00 pm.** If these dates and times do not work for you, please contact Kate Barnard and she will coordinate a time that works for you.
4. Download the *2023 Winter Brochure* PDF and the *Fundraiser Individual Order Form* PDF on the Winter Fundraising page and print copies for your sellers.
5. All orders, for the entire organization, must be combined onto one *Final Fundraiser Order Form* PDF found on the Winter Fundraising page and submitted to Lynde Greenhouse & Nursery. Send forms to [kate@lyndegreenhouse.com](mailto:kate@lyndegreenhouse.com), or fax it to 763-420-9529. Final orders are due **Friday October 27<sup>th</sup>, 2023. Changes or additions will NOT be accepted after this date.**
6. Prepare for your delivery by asking for volunteers to help distribute, organize, deliver, etc. Print copies of the *Poinsettia Care* PDF on the Winter Fundraising page to give to your customers.