



WINDMILL
Gardens

COMMUNITY FUNDRAISER

5816 – 162nd Ave East • Sumner, WA 98390 • (253) 863-5843
(800) 628-6516 • www.windmillgarden.com

Dear Volunteer Chairperson,

Thank you for your interest in Windmill Gardens community fundraising program. We've put together an information package for your review. In this folder you'll find –

- Sample Gift Card & Gift Card Holder
- Program Information Card
- Sample Program Collection Envelope
- Community Fundraiser Order Form

Our goal is to help you successfully fundraise for your organization. The beauty of a \$25 or \$50 gift card from Windmill Gardens is that it is an easy purchase – and even easier for your customer to use. With each \$25 gift card sale your group will earn \$10, with each \$50 gift card sale your group will earn \$20. The fundraising process is simple –

- Establish your fundraising goals
- Order estimated number of gift cards (min. 50)
- Complete and return order form
- Take delivery of Fundraising Kit
- Review & distribute sales kits with students or volunteers
- Collect sales kits and reconcile records for total cards sold

Your students, or volunteers, will be issued an envelope, program information cards, gift cards & holders and can begin to canvas the community – friends and family are the best prospects. We recommend spreading your allotment evenly between your volunteers and communicating any and all sales goals and deadlines. Your volunteers will provide all prospects with a program information card, show sample cards, and invite the prospect to buy. All sales should be logged completely, and cash/checks secured in program envelope – (gift cards should be dispensed at time of sale).

We require a 50 card minimum purchase and ask for a credit card as security against cards issued. Once your fundraising campaign is completed, you can reconcile sales against cards issued. At that time you pay only for cards sold and pocket the profits. At Windmill Gardens we've created a program that we hope will be easy to use, easy to sell, and helps you achieve your goals.

We look forward to working together for a better community!

Cordially,

Jamie Carroll

Helping Our Community Grow!

1001

gift card

\$25



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1001

gift card

\$50



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Windmill Gardens fundraising program is designed to assist nonprofit organizations and groups. The program reflects Windmill Gardens' commitment to the community and is not designed to provide wholesale pricing to individuals or groups wishing to use our gift cards for personal or corporate profit. In order to receive fundraising status, an organization must qualify as a nonprofit as defined in one of the following ways:

Qualifying Requirements

- Educational - funds are used to support a school or school related organization (i.e. band club, student or parent group associated with a school or educational institution)
- Religious - funds are used to support non-profit church activities or church related organizations such as youth groups within the church
- Charitable - funds are used to support a charitable organization or benevolent cause
- Community - funds are used to support community based activities devoted solely to charitable, educational or recreational purposes and not for individual gain

Complete the form below and return to Jamie, at Windmill Gardens, before the start of your fundraising sale. Additional information may be requested by calling Jamie at (253) 863-5843 or email your questions to jamie@windmillgarden.com.

Organization Information

Organization Name: _____
 Organization Address: _____
 City: _____ State: _____ Zip: _____
 Office Phone: _____ Fax Number: _____
 Purpose of Fundraiser: _____
 Organization Federal Tax ID #: _____

Contact Information

Name: _____ Affiliation: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email Address: _____

I certify that I represent the above named organization and proceeds from the sale of Windmill Gardens' Fundraising Program purchased by this organization will be used for the purpose stated above and not for individual gain or profit.

Signature: _____ Date: _____

Please note: Gift Cards CANNOT be used to pay for invoices for purchases that have already been made by or for your organization. Gift Cards are not redeemable for cash and will not be replaced if lost or stolen.

This portion is to be filled out by Windmill Gardens:

Date received by Windmill Gardens: _____ Approved: _____ Not Approved: _____ Initials: _____

Helping Our Community Grow!