

**Thank You** to all our wonderful band students for helping with the annual Band Booster fruit sale! Listed below are your directions for Fruit Sale Saturday. Please **bring this paper with you** to reference if needed while you are out in the community. If you have any questions or need help while selling, text or call Sarah Mathis at 440-915-4779. **DO NOT** give this number out to customers.

- 1. Our big kick off for the fruit sale is 9/30!** Your group has been assigned specific streets in North Royalton/Broadview Heights and should go out into the community on Saturday anytime between 10am-7pm to sell door to door. Sunday 10/1 is OK if it is impossible for your group to sell on 9/30.
- Please wear some type of band gear! Purple band polos or white band t-shirts are perfect. Remember, you are representing the NRHS Marching Band and homeowners are more likely to answer the door if that is visible to them. If a home has a posted “no soliciting” sign on the door or window, pass it and move on to the next house.
- Items to bring while selling:
  - Clipboard or notebook to write on. The order forms are flimsy and will rip without support of a hard surface.
  - Multiple working pens.
  - Small bills for change. We suggest two \$5 bills and ten \$1 bills. **Use the envelope provided for all payments.**
  - Cut out the “NRBB fruit purchased” receipts and “order online” sheets and bring those with you to leave behind with the customers. Your **“NRBB fruit purchased”** receipts should be filled out after a sale and **left with customers who have purchased and paid for a fruit order.** Please fill out the **TOTAL** amount they paid and the check number if they pay with a check. You can find the check number on the top right corner of the check. **CHECKS SHOULD BE WRITTEN TO “NORTH ROYALTON BAND BOOSTERS”.** “Order online” sheets should be left in the door where people weren’t home or with customers who might want to use a credit card and order or donate online.
- When a customer places an order, **please make sure they print their name and address on the form CLEARLY!** If you can’t read their writing, you will not know where to deliver the order once the fruit arrives.
- DONATIONS ARE ACCPETED** in any amount and can be paid by cash, check or credit card by scanning the QR code found in your packet. There is a space for keeping track of donation amounts all the way to the right on the order form under total paid. **ONLY WRITE THIS AMOUNT IF THE DONATION IS CASH OR CHECK.** Credit card donations are automatically tracked on the website.
- After your day of sales is complete, add up your orders on the tally sheet. Numbers on the bottom right corner of the tally sheet should be your TOTALS. Students need to count and verify the TOTAL DUE and the AMOUNT of money in their envelope is equal. Each group is responsible for their money and handing in the TOTAL DUE. **MAKE A COPY OF THE TALLY SHEET.** Keep the copy. The total amount of money (cash & checks) and your original tally sheet should be placed in the envelope, sealed, and turned in to Mrs. Mathis, Fruit Sale Chairperson, on Monday, 10/2/23, after band rehearsal.

Every student will also get their own order form for additional sales AFTER Fruit Sale Saturday. These order forms and payments will be turned in to Mr. Vitale the week of 11/13. **LAST DAY TO TURN IN ORDERS IS 11/16/23.** Email any questions to Sarah Mathis at [fruitsale@nrbandboosters.org](mailto:fruitsale@nrbandboosters.org)