

2019 Flower Sale Leaders Guide



**Glacier's Edge Council, Boy Scouts of America
Wall Family Service Center
5846 Manufacturers Drive
Madison, WI 53704
608-273-1005**

IMPORTANT DATES

January 10, 2019 — Commitment forms due
via email: Margaret.Williams@Scouting.org

January & February Roundtable—Sales Forms
available

February 4, 2019—Sale Starts

March 4, 2019—Sale Ends

March 8, 2019—Orders are due by 5 pm via email :
Margaret.Williams@Scouting.org

Flower Delivery - May 20—24, 2019

The plants and flowers that you order will be delivered the week of May 20-24, 2019 Your order will be delivered to your unit contact's house free if the unit order is \$500 or more. If not there will be a \$50 delivery fee. We deliver after Mother's Day because of it being after the last frost has passed to prevent damage to the flowers.

May 31, 2019 —Payment Due by 5 pm.



Flower Sale Information

Once your unit places an order for Flowers, it is then the responsibility of the unit to pay for all flowers ordered. If a customer is not satisfied with flowers, it can be replaced, **but only if we are notified within one week after the delivery date.**

Please keep in mind! Payment will **only be accepted** on a check drawn on a unit account or bank cashier's check. Checks returned to Glacier's Edge Council from the bank will be assessed a return fee of \$5 or 5% of the unit commission - whichever is greater.

Commissions & Invoices

Flower Commissions will be 20% of the unit's total sales.

The Flower Sale Smartform calculates the amount due the council and will be your invoice for paying the Council. **You will not receive a separate invoice.**

The payment is due May 31, 2019 by 5:00 p.m.

Note: Smartforms have been developed to help tally your unit's sale and determine the commission earned. These forms are located on the Council website: www.glaciersedge.org and can be downloaded from there. Use of the Smartforms requires having a computer with Microsoft Excel. Completed orders can be emailed to Margaret Williams at Margaret.Williams@Scouting.org





Flower Sale Delivery

The plants and flowers that you order will be delivered the week of May 20-24, 2019. Your order will be delivered to your unit contact's house free if your unit order is \$500 or more. If not there will be a \$50 delivery fee. Deliveries are made based on location and size of orders. Some deliveries are combine with other units. You will be contacted via email with the deliver day. We cannot guarantee a delivery time. Please make sure that you have an area that will have some shade and access to water as you will need both until you can distribute the plants for delivery to your customers.

We deliver after Mother's Day because of it being after the last frost has passed to prevent damage to the flowers.

