

# Fundraising Timeline



**When creating your timeline we often recommend working backwards from your delivery date.  
(See next page for an example)**

## 1 Select Delivery Date

- **Timing:** Choose a date between late August and September. Schedule this with a GSF representative as specific dates are available for your region. Some areas may only have one or two options.
- **Coordination:** Try to align your delivery date with other school events, for added convenience.
- **Preferred Time:** You can request a preferred delivery time when submitting your final order, but please note that delivery time requests cannot be guaranteed.

## 2 Customer Pick-up Date

- **Timing:** Schedule the parent pick-up for the day after the delivery. This helps avoid confusion and last-minute scrambles in case of delivery delays due to traffic or weather.
- **Organization:** Use the extra time to organize the plants before customers arrive for pick-up.

## 3 Team Order Due Date

- **Deadline:** Submit your final order through your team website at least 14 days before your scheduled delivery date.
- **Extensions:** If your team needs more time, reach out to a GSF representative for assistance.

## 4 Customer Order Deadline

- **Collection:** Gather all order forms from your group a few days before the final team order due date.
- **Preparation:** Allow yourself enough time to collect orders and payments, finalize numbers, and add any last-minute orders before submitting your team order.

## 5 Campaign Launch Date

- **Start Date:** Choose a date to kick off your fundraiser. Many groups prefer to start as soon as possible to maximize selling time.
- **Sales Period:** Ensure your group has at least 2 to 3 weeks to sell the plants, giving everyone ample time to reach out to their networks and collect orders.







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## Important Dates

Important Dates	Example	Your Schedule
Campaign Launch	August 9th	
Customer Order Deadline	August 30th	
Team Order Due	September 1st	
Delivery	September 15th	
Customer Pick-Up	September 16th	

### Additional Tips

- **Clear Communication:** Keep your team and customers informed at every stage. Use emails, social media, and your website to share important dates and updates.
- **Promotional Materials:** Use the Resources tab on your team’s website to access helpful materials and tools to promote your fundraiser.
- **Team Motivation:** Regularly update your team on progress toward your fundraising goal to keep everyone motivated and engaged.
- **Contingency Planning:** Have a plan in place for handling any issues that may arise, such as delivery delays or order discrepancies.

### Need Help? Contact Us!

For any questions or issues, don’t hesitate to call the office at 1-866-806-1523. We’re here to support you every step of the way!

**By following this timeline, you'll ensure a well-organized and successful fundraising event.**

*Good luck, and happy fundraising!*



[www.growingsmilesfundraising.com](http://www.growingsmilesfundraising.com)



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