

# Green Valley Fundraising Voucher Program

An easy way for non-profit organizations to raise money for trips, uniforms, tuition, competitions, and more.

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## How It Works

Your organization sells \$25 Greenhouse Vouchers to supporters.

- Earn \$5 (20%) for each voucher sold
- No upfront cost
- No minimum sales requirement
- No product to distribute
- Unsold vouchers may be returned by the designated Due Date

Supporters may use vouchers toward plants, garden décor, supplies, hard goods, or classes at our garden center.

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## How to Get Started

### **1** Apply Online

Visit our website under the Fundraising Page and click "Order Now."

You will provide:

- Organization information
  - Tax ID number
  - Estimated number of vouchers
  - Pick-up date (minimum 2 business days' notice)
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### **2** Complete Required Forms

After submitting your order form, you will receive:

- A Fundraising Contract
- An ST3 Tax Exempt Form

Forms may be emailed back to us or brought completed at the time of pickup.

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### **3 Pick Up & Start Selling**

At pickup, you will:

- Drop off completed paperwork if they weren't already sent via email
- Sign your quote
- Receive your vouchers

Then you're ready to begin selling.

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### **4 Return & Pay**

Once you are done selling, it's time to wrap up your fundraiser.

By your Due Date (listed in your contract), you will:

- Return any unsold vouchers and
- Pay for all sold vouchers in our Garden Center

Returned vouchers will be deducted from your total. Any vouchers not returned by the Due Date will be counted as sold and charged to the card on file.

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### **Important Dates & Payment**

Your specific Due Date will be listed in your fundraising contract.

By the Due Date:

- Payment must be submitted for vouchers sold
- Any unsold vouchers must be returned

Returned vouchers will be deducted from your invoice.

Vouchers not returned by the Due Date are assumed sold and will be charged to the card on file.

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### **Need More Vouchers?**

Simply email us to request additional vouchers.

You will sign a new quote at pickup.

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