


Group Leader Fundraiser Check List

“Easy, Fun and Profitable”

	Decide to do Engel’s Evergreens LLC Wreath Fundraiser Program.
	Let Engel’s know how many Participant Packets our group will need.
	Set the dates for when your sale will begin and end.
	Decide on pick-up/delivery date and time to receive your groups order and let Engel’s know.
	Pass out Participant Packets to group members. Let them know what date they are due back to you.
	Fill out excel group leader spreadsheet that Engel’s has emailed to me and return it to Engel’s via email along with mail order wreath forms by November 9, 2017.
	I have received my groups order from Engel’s, filled each individual group member’s order and made sure they have delivered them to their customers.
	Now I can sit back, relax and enjoy the Holidays and know we’ve had another “Easy, Fun and Profitable” fundraiser year.