

Pumpkin Patch Fundraisers  
Participation Requirements

1. Pumpkin Patch Fundraisers will send you a set of pumpkins that are already marked with a sales price (models). These models are your guideline for selling your pumpkins. Please adhere to these prices; if prices are altered, it creates a mindset in your customers that if they wait long enough, you will bring the prices down and this decreases your sales total and the percentage you keep, it hurts other partners for the same reason and causes a loss to The Pumpkin Patch Fundraisers as well.
2. Your patch must be open and staffed Monday through Saturday 8 hours per day. Sundays are typically great sales days, but if you can not be open Sundays, please notify our office.
3. You may place your pumpkins on pallets or your lawn (please see page 7 of your manual for suggestions on where to get pallets free of charge); if placing on lawn, please make sure you mow prior to pumpkin arrival.
4. Your patch should be open within two (2) days of receiving pumpkins. The sales dates must include October 17<sup>th</sup> – October 31<sup>st</sup>.
5. The person designated as the Daily Sales Contact is required to contact The Pumpkin Patch Fundraisers daily with sales figures. Figures may be entered via our website (website entry is our preferred method - [www.pumpkinsusa.com](http://www.pumpkinsusa.com)), email ([pumpkinpatch@pumpkinsusa.com](mailto:pumpkinpatch@pumpkinsusa.com)), fax or call-in.
6. You are required to have volunteers available to unload the truck when it arrives. We will inform you of the number of pumpkins and boxes of other items to unload. Please keep an accurate count so that other partners are not shorted. Any damaged pumpkins on your portion of the truck should be removed and included in your count. Please be as considerate of the next drop as you would want them to be of you.
7. You will need the following to make your unload easier: forklift (if available) to remove inventory boxes, shovel (for cleanup), rakes, brooms (leafblowers if available) to sweep out your portion of the truck.
8. After you are finished unloading your pumpkins and boxes of inventory, please sweep, rake or (leaf) blow out your portion of the truck. Remove all hay/straw from your portion of the truck. Use it as walkway between pumpkin rows or for decoration; do not place pumpkins on hay/straw – this causes rot.
9. Pumpkins must be put to bed at least every other day...this simply means roll them on their sides (this helps prevent soft spots & rot...you wouldn't leave a squash on your kitchen counter for 2-3 days without moving it would you?). Remove any pumpkins that aren't of good quality from your patch. If you are losing a lot to rot, please call our office.
10. A check must be mailed with a copy of your profit sheet by November 15<sup>th</sup> to the Pumpkin Patch Fundraisers, 425 NC Hwy 150 West, Greensboro, NC 27455. The profit sheet is on pages 57 & 58 in your manual.
11. The manual contains a lot of useful information about how to organize your project, publicize your event and recruit volunteers. For additional information or to speak with other coordinators, call our office.
12. You are required to dispose of any pumpkins left over. See page 11 of the manual for some disposal resources.
13. Your organization may be required to pay a \$500.00 cancellation fee if you cancel on or after Sept. 1<sup>st</sup>.
14. By signing the Request to Ship form, you agree that you will not run a pumpkin patch for two years if you chose to no longer work with Pumpkin Patch Fundraisers. The agreement is an ethical and faith-based agreement; it is not a legal agreement and is not intended to be a binding legal contract. It serves as written documentation that we will not actively recruit new pumpkin patch partners in your geographic area; and your group, in fairness to us for passing on other partners in your area, will wait two years before going out on your own.

## RTS Instructions

**Project Coordinator Mailing Address:** address where you would like to receive correspondence. This may be your home address or the organization's mailing address.

**Patch Location Delivery Address:** street address where we will deliver and you will sell pumpkins

**Assistant Coordinator:** person to contact if the project coordinator is not available.

**Delivery Time Contact:** person to be notified if the truck is early or late.

**Treasurer:** person handling finances and responsible for sending check and profit sheet to Pumpkin Patch

**Daily Sales Contact:** person who is responsible for reporting sales daily.

\*\*\*\*\* The above jobs can be assigned to the same persons, however, we require a minimum of two contact people with different day and evening phone numbers ( husband and wife won't work). This is very important in the case of an emergency and we will **not** process your order without both contacts.

**Delivery Date:** note a seven day period in which you can take delivery. You may list the days in order of preference. We will attempt to schedule your delivery as close to your preference as possible. Please remember you are expected to begin your sale within 24 hours of delivery.

**Willing to accept early delivery:** If your truck will arrive earlier than expected, do you want us to contact you and give you the option of unloading early? If you check "no" we will make the driver wait till the scheduled appointment. Checking the box "yes" does not obligate you to unloading early.

**Hand Drawn Map:** we must give the truck driver a map to your location. Please hand draw this map because many times we have to fax it to the driver and computer generated or city maps do not fax well. Draw the map from the nearest major highway or interstate to your location noting any oneway streets, landmarks, and obstacles that would affect an eighteen wheeler. Do not highlight the route. You may also include written directions.

# Request to Ship Form

**Pumpkin Patch Fundraisers, Inc.**  
**425 NC Hwy 150 W**  
**Greensboro, NC 27455**

**Phone: 800-453-9793**  
**Fax: 336-217-1175**  
**email: pumpkinpatch@pumpkinsusa.com**  
**www.pumpkinsusa.com**

**NEW LOCATIONS ONLY:** Please attach a "detailed, hand drawn map (do not use a city map)." **All LOCATIONS:** To avoid delay in processing, please include a minimum of 2 contact people with different day and evening phone numbers.

Name of Organization: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Church Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Church Fax: \_\_\_\_\_

Cell/Beeper: \_\_\_\_\_

Personal Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Church web: \_\_\_\_\_

Church email: \_\_\_\_\_

Project Coordinator - Mailing Address

Patch Location -Delivery Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Contacts	Name	Day Phone	Night Phone	Cell/Other
Asst. Coordinator				
Delivery Time Contact				
Treasurer				
Daily Sales Contact				
Other				

**DELIVERY DATE:**

**List 4 days that you prefer your delivery and we will do our best to deliver on one of those dates:**

1<sup>st</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

4<sup>th</sup> Choice \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Do you need a manual?

\_\_\_ Yes \_\_\_ No If the truck arrives earlier than planned, do you want us to call you and give you the option of taking delivery early?

I HAVE READ THE PARTICIPATION REQUIREMENTS AND AM AWARE WE MUST ABIDE BY THEM.

Signature of person responsible: \_\_\_\_\_

Representing: \_\_\_\_\_

**RTS20** \_\_\_\_\_

\_\_\_\_\_ **New Location** \_\_\_\_\_ **New Coordinator**