

# HOST A FUNDRAISING DAY

Farmington Gardens has supported and served our local community for over 20 years. We want to extend our efforts by inviting your group to host a fundraising shopping day. Approved groups will be assigned a day that your friends, family and group supporters can shop at our garden center. Farmington Gardens will then donate 10% of the event sales to your organization.

## ANYONE CAN PARTICIPATE WITH A VALID TAX ID#

- Fundraiser guests are required to present an official flyer to the cashier. We accept flyers shown on the phone.
- Gift card purchases are excluded from the fundraising totals
- Installs and deliveries will be included
- Flyers cannot be distributed inside our stores or within the vicinity of our stores, including the parking lot, before or during the event.

# HELPFUL FUNDRAISING TIPS

- **Schedule events early.** Although a minimum two week notice is required to an event, you can schedule your fundraiser up to 3 months in advance.
- **Get the word out.** Distribute your event flyer to family and friends in person, through email and using social media. Promote the event on public bulletin boards and marquees
- **Alert the press.** Contact local newspapers and media who might share information on charitable events.
- **Encourage your guests to bring family and friends.** By inviting your guests to bring one more person, you can double your donation total.
- **Send a reminder.** A few days before your fundraiser, remind your family and friends of the event. Hearing your voice will motivate them to attend.
- **Don't forget your flyer.** Make sure everyone attending your fundraiser brings an event flyer with them. We also accept flyers shown on a phone. Fundraiser guests are required to present a valid fundraiser flyer with each order to receive credit.

# FREQUENTLY ASKED QUESTIONS

## WHEN CAN MY ORGANIZATION HOST AN EVENT?

Shopping days are on Wednesdays and Sundays only. A minimum of two weeks' notice is required to schedule your event.

## HOW OFTEN CAN I SCHEDULE A FUNDRAISING EVENT?

Fundraising events can be scheduled every 30 days with at least two weeks' notice. You can schedule fundraising events up to three months in advance. However we can only host a certain number per scheduled day so slots will fill up fast.

## IS A FLYER AVAILABLE? IF SO, HOW DO I OBTAIN IT?

Yes a flyer is available for your event. Once your fundraiser is approved all information will be emailed to you. The flyer is formatted to PDF that you can print and distribute as needed.

## HOW DO I KNOW IF MY EVENT HAS BEEN APPROVED?

You will be notified via email within 48 hours if your event has been approved. As a courtesy to our store, please do not advertise your fundraiser until you have received approval for your event.

## WHEN CAN I EXPECT MY FUNDRAISER CHECK?

Please allow 1 to 4 weeks for processing, excluding delivery time. If it has been more than 6 weeks since your event and you still have not received a check, please contact us.



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

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