



Sycamore Hill Farms Fund Raising

Guidelines and Terms

General Guidelines and Terms for Fund Raising Activities

1. Completing a request for a fundraising order does not guarantee that Sycamore Hill Farms will be able to complete or honor that request on a given date and time.
2. All order request must be confirmed with the customer in person, by phone or by email before and order can be scheduled for production.
3. Customers will be contacted within two business days of submitting an order request and a confirmation will be given as to the dating and amount of the order.
4. Payment in full on delivery is the normal payment terms for minimum units ordered. If more than minimum units are ordered, then half of the total on delivery and balance on the day the fund raiser ends.
5. Minimum order is 48 of the 3 Sauce Gift Pack units and are packed six units per carton. The taped and sealed cartons of six Gift Packs will be delivered on the set time and date.
6. Minimum order is 32 of the Complete Gift Pack units and are packed eight units per carton. The sealed cartons of eight Complete Gift Packs will be delivered at the set time and date.
7. Any units that are broken on delivery will be replaced by Sycamore Hill Farms. Units broken during the fund raising activities by rough or mishandling will be the responsibility of the customer. The Complete Gift Packs are packed with bubble wrap and should withstand most minor accidents. The 3 Sauce Gift Pack is lightly protected with bubble wrap and will be more vulnerable to handling mishaps, but is lighter in weight.
8. The purpose of any fund raiser is just that; to raise funds for the organization. Sycamore Hill Farms will do all that we can to help raise the amount of money you need from your fund raiser. We will answer any questions that the staff and volunteers may have about the products in the fund raiser plan. We have a sales tip sheet along with the individual order form for the person in the field to increase sales.
9. Over selling is a good thing as long as you let Sycamore Hill Farms know as soon as you know you have the number of units needed where we can make a timely delivery for your purchasers.
10. The order form will be provided for the number of volunteers that will be out making sales and keeping up with how many units they sold and who has purchased them. It will make tallying the sales dollars and knowing how many total units have been sold a breeze. If more sheets are needed they can be copied.
11. The customer will be responsible for the collection and distribution of the fund raiser units to the persons purchasing the fund raiser items.
12. Sycamore Hill Farms holds no liability for any accidents, injury, harm or misuse of the fund raiser items or contents to the customer, volunteers or property while engaged in fund raising activities. We do stand behind the contents of any unopened, untampered or unbroken sealed products and meet all laws and regulations concerning food products for the general public.