



Big Brothers
Big Sisters
OF THE MISSISSIPPI
VALLEY

PLANT SALE 2021

5 EASY STEPS TO PLACE A GROUP ORDER

1

ASSIGN A COORDINATOR! Give your group order a name then assign a person at your company or organization to communicate information and collect orders. This individual should send frequent reminders about ordering, as well as plan to collect and submit all pre-orders.

2

SHARE THE INFO! Make copies of the form in-house to distribute or download extras at www.plantsale.org. Each person ordering should fill out an order form and turn it in to the Coordinator OR submit their order online, entering the "group name" in the correct field when prompted.

3

CONTACT BBBS! Let Ally at Big Brothers Big Sisters know you will have a group order coming by April 19. Also feel free to contact her with any questions, request flyers or messaging to help you spread the word and encourage people to order flowers.

Ally can be reached at asweeney@bbbs-mv.org or 563-323-8006.

4

COLLECT ORDERS! Coordinator gathers all order forms and payments **by April 15** to meet the final deadline of April 19.

- If all orders total \$50 or more, the group is eligible for FREE delivery (of all orders) to ONE LOCATION on May 5 or 6.
- If the total of all orders is less than \$50 please plan to pick up the flowers on May 5 or 6 (between 8-7 p.m.) at Northwest Bank & Trust at 100 E. Kimberly Rd. in Davenport.

Note: If an individual wants to order \$50 or more and have it delivered to their house, their order should be kept separate from the group, marked accordingly OR submitted directly with BBBS online or by mail.

5

SUBMIT ORDERS! Mail or drop off all orders **by April 19** to Ally Sweeney at Big Brothers Big Sisters, located at 130 West 5th Street, Davenport, IA 52801. If you need BBBS to pick up your order forms, please call ahead of time.

Do not mail if orders contain cash.

Any questions, contact Ally Sweeney at 563-323-8006 or email: asweeney@bbbs-mv.org.