

ATHOLTON HIGH SCHOOL MUSIC BOOSTERS, INC
6520 FREETOWN ROAD
COLUMBIA, MD 21044
2007-2008 FRUIT SALES



TO: Students and parents selling fruit
FROM: David Hand, citrus fruit computer person
DATE: October 2007
RE: Ordering process for fruit

Welcome to a new year of fund raising by selling citrus fruit. There are several items that will make my job much easier each month as I enter the fruit orders into the computer database. I have outlined them below. Thanks in advance for helping me make my job more efficient. If you have a question please contact me at 410-531-6571 or handydan5@comcast.net.

If ----

- **Orders are from two students, same family - don't divide**, put both names on the student salesperson line. At the end of the selling season, the funds will be divided equally with students from the same family.
- **Students picking up customers orders**, you do not need to send individual order forms in for each customer. Complete one order form under your parents' names with the total number you need. This makes data entry easier and at pick up you only need to get one slip instead of one slip for each of your customers.
- **Customer picking up their own fruit**, continue to send their individual order form in.
- **You wish to include your customer on mailing list**. If you send all your orders as one order (as requested above) and would like your customers to be on our mailing list follow the steps below:
 - compile a list of their names, complete addresses and phone numbers
 - email them to me or send them to school and they will be given to me
 - be sure to include the student salesperson info with this list
- **If you have given us complete** address, email, phone info at least once, you only need the customer name, phone number and the student salesperson each subsequent month. Any changes should be noted as such so I can update the database.

Student salesperson: It is extremely important to make sure the student salesperson name appears on every order slip. If the student name is not on order slip, your account is not credited with the money you have earned.

Detailed information about fruit is posted on the music boosters website at: <http://atholtonboosters.org>, click on music, then fruit.