

## **2008 MULCH SALE TIMELINE**

December 2007	Pick date – Sat., April 5, 2008, 8:00 am – 3:00 pm Confirm no sports conflicts Initial Planning Meeting - assign jobs/duties
January 2008	Meet complete assignment of jobs/duties Check out school parking lot and plan sale set-up Set price (research & decide) Update Mailing list (use last year's forms) Get labels (school list & updated mailing list) Flyer (make, copy, label, mail) – start in Jan., mail March
February	Prepare Excel spreadsheet
March/April	Mail Flyers Organize volunteers (drivers, sale table, food, coaches, students) Signs (update & put them out)
April	Food (get supplies & be ready to handle on sale day) Get supplies ready (tables, chairs, extra order forms, maps, cash box, pens, tape, scissors) Prepare paperwork for sale day (driver info, sign-in sheets for adults, seniors, other students) Get money for drivers
Ongoing	Coordinate with AD & notify coaches
<b><u>AFTER SALE:</u></b>	
April	Letters to Community Service Coordinators at RHS & Wood Thank you letter(s) (Country Boy) Newsletter Article
May	Final Report for Booster Club