

# MAXEY ELEMENTARY PTO PRESENTS:

# Janet's Jungle



- 🌿 **Our 6th<sup>th</sup> annual HUGE spring plant sale and fundraiser!**
- 🌿 Sales start **TODAY**, Friday, March 2<sup>nd</sup> !
- 🌿 Spread the news about the sale and share the full-color plant catalog with friends and family!
- 🌿 The sale ends Friday, April 6<sup>th</sup>.
- 🌿 Customers can pick up their orders at Maxey on Saturday, April 28th  
(NOTE: Plants are not delivered by students).
- 🌿 All of the plants, planters and hanging baskets are **premium** quality and locally grown in Nebraska and Iowa by small businesses.

## HOW DOES THE SALE WORK?



Here are some steps that can help Maxey kids **MAXimize** their plant sales:

1. Ask your customers (family, friends, neighbors that you know) if they would be willing to help raise money for the Maxey PTO and show them the color catalog **or** refer them to the Janet's Jungle website.
2. Complete a **PAPER ORDER** form (see Order Form Guidelines on pg. 2).
  - a) Request payment:
    - a. Checks should be made out to **Maxey PTO**.
    - b. Cash payments should be placed in an envelope labeled with **both** the student's and customer's name.
  - b) Give the **YELLOW** copy to the customer to bring with them on Pickup Day.
  - c) Attach the payment to the completed **WHITE** copy of the order form.
  - d) Bring the white order forms with attached payments to school and put them in the "**Janet's Jungle Orders**" basket in your classroom through **Friday, April 6<sup>th</sup> (last day of sale)**.
  - e) **Please help our data entry volunteers out by turning in your orders weekly. Please do NOT wait until the final week to turn in orders.**
3. We also love **ONLINE ORDERS**. These can be made using a credit card or Paypal by visiting:
  - a) [janetsjungle.com](http://janetsjungle.com) → Find Your Organization → Type "Maxey Elementary" into the grey search box
  - b) When the order is complete, REMIND customers that they should print a copy to bring to Plant Pickup Day
4. Inform **ALL** of your customers of the following:
  - ☞ They must pick up their plants themselves at Maxey on Saturday, April 28th between 9AM and 1PM.
  - ☞ Students will not be delivering plants.
  - ☞ Any plants left at the school after pickup day will not be held and money will not be refunded.



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- 🌿 Order forms will be collected from each classroom **every Friday**.
  - 🌿 Each week, the biggest sellers from each grade will be announced during lunch time on Tuesdays and the winners will receive prizes!
  - 🌿 Extra order forms are available in every classroom and in the front office.

# PRIZES!!



- There are **LOTS** of ways to win prizes with the Janet's Jungle plant sale!
- Top** sellers will be able to **choose** from a variety of fabulous prize packages!
- To view the **full prize listing**, visit [janetsjungle.com](http://janetsjungle.com) and click "Find Your Organization" → Type "Maxey Elementary" into the grey search box
- The Maxey PTO would like to thank all of the Maxey families and area businesses who donated prizes to reward the hard work of our students!

## IMPORTANT DATES



Friday, March 2 <sup>nd</sup>	Sale Kickoff!!
Starting March 20 <sup>th</sup>	Weekly "Highest Seller" Money Long Jump every Tuesday
	<b>Final Orders due!</b>
<b>Friday, April 6<sup>th</sup></b>	Final day to return plant catalogs to be entered in prize raffle!
Tuesday, April 10 <sup>th</sup>	Final money jump and Grand Prizes for sales awarded
<b>Saturday, April 28<sup>th</sup></b>	<b>Plant Pickup 9AM to 1PM!</b>

## PLANT PICK UP



- Saturday, April 28<sup>th</sup> from 9 AM – 1 PM**
- Arrive early for the best selection!**
- Enter through the **NORTH** (not the main) entrance
- Availability of particular varieties (i.e. tomatoes, peppers) and annual flower colors is first come, first served!
- Bring your own boxes/crates to carry your selections home
- Customers may select their own plants from the **pre-sold plant pickup area** (based on their order form(s)).
- Extra plants, planters and hanging baskets are available for purchase on sale day! Just ask a volunteer!
- Customers are responsible for picking up their own plants or making other arrangements.**
- Any plants not picked up by 1PM will be considered a donation to the PTO.**
- Money will not be refunded for plants not picked up.**

## ORDER FORM GUIDELINES



- Turn in your completed orders **EARLY** and **OFTEN**. Please do not wait until the final week!
- Be sure **ALL** order form blanks are complete, especially the **STUDENT/GRADE**, and **email / phone #** for the customer making the order.
- Double-check** your total and round-up math to ensure your payment is the correct amount.
- A check made out to *Maxey PTO* or cash payment **must** accompany **ALL** order forms.
- Separate** checks should be written for **each** completed order form.
- If one check is written for multiple orders, please ensure **ALL** order forms are attached to that check.
- WHITE copy:** Bring to the "Janet's Jungle Orders" basket in your classroom.
- YELLOW copy:** Give to the CUSTOMER.
- All order forms must be **properly completed with payment attached** and turned in by Friday of each week in order to be eligible for the weekly "highest seller" prize awarded each Tuesday.
- Order forms containing errors will be returned to their originating classroom for correction. Customers may also receive a call from a friendly volunteer for clarifications.

## MORE INFO!



- Visit [janetsjungle.com](http://janetsjungle.com) → "Find Your Organization" → Type "Maxey Elementary" into the grey search box to view, save or share the sale catalog, order form, prize listing or to place your order online!
-  Like Maxey Elementary PTO on Facebook or visit [maxeypto.org](http://maxeypto.org) for regular updates on the sale!
- Read the PTO newsletter every Wednesday for updates!

**PLEASE return the Plant Catalogs to your classroom at the end of the sale!**

We may use these catalogs again next year, which will help cut our costs and save resources.

Each student who returns their catalog gets a reward and will be entered in a raffle drawing for surprise items!

**Thank you for your support of the Maxey PTO!**

