



Roosevelt Families,

We are very excited to be participating again in The City Tins Fundraiser for Roosevelt Elementary. Dates of the fundraiser will be October 3-October 17th. Please have your order submitted either to the office or online by 3pm on October 17th. Orders will be available for pick-up the week of November 21st.

How do I take order?

You can take orders through the traditional ordering sheet that is attached and turn it into the office with your cash & check payments by the October 17th deadline, or if you have a friend or family member who wants to buy one but prefers to pay via credit card we have an online option.

The **Roosevelt City Tins Website** can be used to take online orders. The best part is the school will still receive credit and your child will have the opportunity to deliver the tins or the tins can be direct shipped to the customer for an additional fee. If you have a mixture of credit card and cash/ check orders we will have a means of tracking that as well. We do ask to please make sure to instruct your customers to notate the Roosevelt student's name they are associated with in the order comments field. The online ordering tool will tell the end user to add the child's name as well, but a gentle reminder would be helpful as well.

Order Scenarios:

Scenario 1: Your child "Susie Sellers" makes 15 tins sales to 10 different people. Those individuals have manually filled out the paper order form and have paid via cash/check. Turn in the order sheet with payments to the school office by October 15th.

Scenario 2: Your child "Sam Sellers" makes 30 sales to 30 different people. Nice job Sam! Those individual orders are placed via our [website](#) with the "Pick-Up" option. You can turn in an ordering spreadsheet to the office and indicate "CC payment" for all. In this scenario the order spreadsheet is not mandatory as we will have access to those orders and have them flagged for pick-up on the designated date. **IMPORTANT: Please make sure to instruct your customers to notate the Roosevelt student's name in the order comments field.**

Scenario 3: Your child "Stella Seller" knocks it out of the park. She sells 150 tins that are a combination of cash/check/ credit card orders. WOOT STELLA!!! Your cash & checks should be turned into the office by October 15th along with a copy of your order sheet. The credit card orders you can also track on your ordering spreadsheet and indicate " CC payment". We will also see those when putting orders together. Again, **PLEASE** encourage the credit card order customers to indicate your child's name to avoid

any delivery delays.

Scenario 4: Your student "Steven Sellers" makes 100 tin sales to 100 different people. STEVEN ROCKS!!! STEVEN ROCKS!!! All individuals enter via website and pay to have their tins shipped directly to them. The school receives credit and the tin is flagged as direct ship. Everyone including Steven's family is ecstatic! Family then uses their tin and goes out to dinner instead of delivering 100 tins.

IMPORTANT DATES:

- **October 3rd through October 17th:** Fundraising timeframe. Website will go live for orders on October 3rd. All checks should be written out to ROOSEVELT PTA.
- **Monday, October 17th** - All orders with payment need to be received via website OR in Roosevelt Office by 3PM- NO EXCEPTIONS!! **Orders that are placed without payment will not be fulfilled. Late orders will also not be filled.**
- **Week of November 21st**- Order pick-up. You will receive notification of pick up options of your City Tins both before & after school.

Please contact Jen Whitton at jenwhitton75@gmail.com if you have any questions!

Ordering WebSite Address:

<https://citytins.com/non-profit-products/?np=roosevelt-elementary>