

## **Popcorn Delivery Guide**

Objective: make sure parents know when to start picking up orders, be organized about the process, and make sure the parents leave with the correct orders.

Prior to the pick up day, I recommend that you

1. Schedule with the school cafeteria manager, P.E. head coach, and/or principal to reserve space for when the product orders are delivered.
2. Send out notes on the prior Friday (use the “Popcorn Pick Up Notice” form).
3. Then, the following Monday, send another note and post to your school’s Facebook page or other social media or emails.
4. The morning of the pick-up send out a text message and emails to all the parents and post to Facebook, letting them know when they can pick up the orders.
5. 1pm the day of pick up, send out another text message, email, and Facebook post, stating that you will be starting the pick up at 2pm (or at a time more convenient for you and the school).
6. 4pm the day of pick up, send out another text message, email, and Facebook post stating that there are only 2 hours left to pick up the orders.
7. 6pm the day of pick up, send out a final text message, email, and Facebook post, stating that pick-up is over.
8. For any families who did not pick up product orders, make a list of any remaining student orders and send home a note to the parents the following day, letting them know when they can pick up their orders.

Pre-planning will make this process run smoothly.

A week prior to the order pick up date, I HIGHLY recommend that you recruit 7 to 8 parent volunteers to help with the order distribution process. You want to control the parent order pick-up process, so you don’t have someone walking out of the building with an order that doesn’t belong to them.

Here is what works best for the day of the order pickup:

1. Have the copies of the students order forms on hand and organized alphabetically.
2. Have available a complete list of parent phone numbers to be ready to call and text them to pick up orders if they don't show up by 4pm on the day of the pick up.
3. Set up a table between where the orders are organized and the doorway where parents will come into the area so that the table separates the parents from the boxes of product orders.
4. Organize your parent volunteers:
  - a. 1 parent volunteer positioned at the doorway to greet parents,
  - b. 2 parent volunteers positioned at the table to help parents check-in (use the "master list" to help with this check-in process – print 2 copies to have ready),
  - c. 2 parent volunteers positioned at the boxes of product orders to help grab the orders and bring them to the parents, and
  - d. 2 parent volunteers to have the parents open the boxes and confirm that they have received everything they ordered (use the "teacher worksheet" to help with this checkout process – print 2 copies to have ready).

You can get by with 4 parent volunteers if you have to, but it will make the process move faster and run more smoothly if you can recruit 8. As the fundraising chairperson, you will need to be there throughout the entire process.

Normally, it works best to have the pick up time scheduled from 2pm till 6pm, giving parents plenty of time to pick up orders. Have your parent volunteers arrive around 1pm so you can explain the process and assign their roles.

By 4pm that day, start calling & texting any parents who haven't picked up orders.