

2017 FLOWER FUNDRAISER TALLY SHEET INSTRUCTIONS

A Few Helpful Hints:

1. Enter the correct # of rowers in your family at the top of your Tally Spreadsheet. The calculations for Buyout and Buyout partials at the end of your sheet will not calculate properly if you do not do this step.
2. Enter in **rower/rowers** names at the top.
3. Hit the "enter" key as you add info into each box. This keeps your page updated as you go. **DO NOT** Cut & Paste or Copy. You must type in each number into each box.
4. Make sure your order has been accurately input. This Tally Spreadsheet will become your actual order sent to the grower. **You are responsible for the accuracy.**
5. Check the money amount collected from your customers with the Tally Spreadsheet calculations and add any partial Buyout if necessary. This is your Total Payment. Write one check to **FOSC** for the Total Payment.
6. **Email** your Tally Spreadsheet to shencrewflowers@shencrewadmin.com.
7. Retain your original order forms and emailed Tally Spreadsheet as your reference for flower delivery.
8. Drop off Master Tally Spreadsheet, along with your check, in the Flower Fundraiser Box at the boathouse. Tallies and money are due by **Friday, April 28, 2017.**

If you have any questions about your Tally Sheet, please contact Jen Leonard at the above email address or by phone: 928-4717.