2020-2021 PECAN SALE INFORMATION
FOR 4-H CLUB MANAGERS & FOR PECAN SALE LEADERS

AT SEPTEMBER 4-H CLUB MEETING or SPECIAL PECAN MEETING:

1. Announce your Pecan Sales Leader. This person is responsible for coordinating sales efforts, distributing order forms, collecting final sales information and money, placing the club order, picking up pecans from the office and distributing pecans to 4-H’ers for delivery, etc. This person must be registered in 4-H Connect as an Adult Volunteer. Skill in record keeping is a must! We will also be distributing a Pecan Leader List to previous walk-in customers to encourage them to pre-order.

2. Order forms have been developed for use by 4-H’ers. On the back of the form is information of interest to them and to help them with sales. It is titled “Montgomery County 4-H Pecan Sale” (Order form for use by 4-H members). The order form should be distributed to 4-H’ers and anyone else who is selling pecans at the September Club Meeting or Special Pecan Meeting in September. Review how to complete the order form, hints of selling, pecan price, awards and personal safety when selling (ex: going in pairs if selling door-to-door).

3. Let everyone know when the completed order forms are due to the club manager or the Pecan Sales Leader. Remember:

** Pecan pre-orders from 4-H clubs are due on or before Thursday, October 22, 2020 at the 4-H office. Collected money and checks are expected at this time with the order. Please schedule a time with Jennifer so that we may serve you more readily and organize your order information prior to arrival to make efficient use of this time.

We are publicizing the October 4-H Club meeting to the members. **If you have an early club meeting, you may choose to set an alternate pecan deadline closer to the county deadline.

** South Country Pecan Company reports that our pecans are expected to be delivered the third full week of November to the 4-H Office. Club managers/Pecan Leaders will be notified as soon as pecans arrive. We hope that either the manager or Pecan Sales Leader will be prepared to come for the club order pick up on short notice.

**We will be scheduling times to pick up club orders once delivery day gets closer. Be prepared to spend about 30 minutes to an hour to verify and load your order.

** ONLY CLUB orders will be accepted. 4-H’ers should turn in all orders, collected money and checks to the Pecan Sales Leader (or club manager). The 4-H office will not take orders directly from 4-H’ers.

** Pecan halves & pieces are $11.50/lb. for Pre-Order Pecans and will be delivered in 1 pound cellophane packages. The price will be $12.00 for ANYTHING turned in after October 22nd.

MAKE SURE YOUR MEMBERS UNDERSTAND THE PRICE BREAK ENDS WHEN THEY TURN IN THEIR ORDER.

** Encourage everyone to sell at least 10 pounds of pecans.
**Once the club order is submitted, the club’s pre-sale orders is CLOSED. Any additional orders will be considered late pre-orders, subject to the $12.00 per pound price, and will be added onto the order at club pick up date.

**AT NOVEMBER OR SPECIAL CALLED 4-H MEETING**:

1. Distribute pecan orders to sellers. Remember to use your ledger or other records while distributing orders.  
   **You may want to have members sign off that they are getting the number of pounds they ordered.**

2. Encourage 4-H’ers to deliver their pecans to customers as soon as possible.  
   Customers are expecting delivery within the 3rd full week of November. The pecans are perishable and should be kept cool.

**ADDITIONAL INFORMATION**:

1. A special “4-H Club Sales Ledger” has been developed for use by either the Pecan Sales Leader or club manager to support record-keeping. Please use it or some other accurate record-keeping system. **THIS IS ABSOLUTELY ESSENTIAL!!** This form must be completed and submitted with your club’s order.

2. Customers must pay for their orders at the time the order is placed, so please remind your 4-H’ers to collect money or checks upfront.  
   Checks may be made payable to:  
   **4-H General Account.** Customer’s address, phone number and **driver’s license number MUST** appear on checks.

3. Extra Order Forms and Ledgers are available from the 4-H Office or on line at https://agrilife.org/montgomery4h/pecans/.

**INDIVIDUAL AND CLUB AWARDS**:

1. Top Sales Cash Awards will be given to individual 4-H’ers as shown below. If there is a tie, all 4-H’ers will receive cash awards.

<table>
<thead>
<tr>
<th>Place</th>
<th>Top Sales Individual</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>2nd</td>
<td></td>
<td>$100.00</td>
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<td>3rd</td>
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<td>$ 75.00</td>
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<tr>
<td>4th</td>
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<td>$ 50.00</td>
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<tr>
<td>5th</td>
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<td>$ 25.00</td>
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</tbody>
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2. 4-H Clubs will receive .50 cents per pound of Pre-Ordered pecans and .25 cents per pound of additional pecans picked up on distribution date.  
   Distribution day is the last day to turn in sales and money for your club to receive credit.  
   The 4-H Office will send an award check to each club at the end of pecan sales.

GOOD LUCK WITH YOUR PECAN SALES!!