**2022-2023 PECAN SALE INFORMATION**

**4-H CLUB MANAGERS & PECAN SALE LEADERS**

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

**1.** Announce your **Pecan Sales Leader** and their contact information.

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**.

Explain how to complete the order form, pecan price, awards and personal safety when selling (ex: going in pairs if selling door-to-door).

**3. Order Info.**

 Pecan halves & pieces are $12.00/lb. for Pre-Order Pecans and will be delivered in 1 pound cellophane packages.

**The price will be $12.50 for ANYTHING turned in after October 20th**. **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 order is CLOSED. Any additional orders will be considered late pre-orders, subject to the $12.50 per pound price.

These orders will be added onto the club order and money collected on pick up day during your club pick up time.

**Orders & Payments:**

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.

The form of payment from the customer should be the form of payment turned in with the 4-H members pecan order.

**4.** **Pecan Orders Due**

Let everyone know when the completed order forms are due to the Club Manager or the Pecan Sales Leader.

Member Orders due date is being publicized as 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.

Remember:

Club Pecan pre-orders are due on or before **Thursday, October 20, 2022** to the 4-H office.

Collected money and checks are expected at this time with the order. Orders will not be accepted without matching money.

Please schedule a time with Jennifer or Jo so that we may serve you more readily and organize your order information prior to arrival to make efficient use of this time.

\*\* Turning in your club 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.**

A “**4-H Club Sales Ledger**” has been developed for use by either the Pecan Sales Leader or club manager to support record-keeping.

THIS IS ABSOLUTELY ESSENTIAL!! Please use it. This form must be completed and submitted with your club’s order.

DO NOT turn in individual members’ sales ledgers. They will need these to be able to distribute pecans to their supporters.

**5. Pecan Delivery**

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. You will sign off as receiving your verified and once that is done the club’s order is considered complete.

 **6. Pecan Distribution - At November or Special Called 4-H Meeting:**

1. Distribute pecan orders to sellers. Use your ledger while distributing orders to make sure each member receives the correct number of pecans.

**You may want to have members sign off that they verified and 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.

**INDIVIDUAL AND CLUB AWARDS:**

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.

1st Place Top Sales Individual $150.00 Cash

2nd PlaceTop Sales Individual $100.00 Cash

3rd Place Top Sales Individual $ 75.00 Cash

4th Place Top Sales Individual $ 50.00 Cash

5th Place Top Sales $ 25.00 Cash

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!!