PIZZA SALE HOW-TO FOR CLUB COORDINATORS

DATE: Saturday, April 11, 2015

GOAL: Profits from the Pizza Sale reduce the cost of county, state and national events for Winnebago County 4-Hers, Leaders and Parents such as:
  - Project materials
  - County 4-H events (i.e. Cloverbud Activities, Foods Workshops, etc.)
  - Various 4-H Camps
  - Halloween Roller-skating Party and other FUN events
  - Member & Leader Awards
  - State, National and International Leadership opportunities/trips

HOW TO GET STARTED AS PIZZA COORDINATOR:
  - Agree to be your club’s Pizza Sale Coordinator.
  - Publicize pizza sale to members and leaders. Tell them about the sale and how it benefits the clubs and members of Winnebago County 4-H. Encourage them to sell pizzas. Families/potential buyers may directly donate to Winnebago County 4-H instead of purchasing pizzas.
  - Recruit workers for Pizza Making Day. Workers can be members, leaders, parents, friends, family, etc. Compile list of workers on Pizza Day Worker Schedule. Please use position initials (these are located on the bottom of the Pizza Day Worker Schedule sheet). Remind workers to fulfill their commitment to make pizzas. Pizzas are made at the Sunnyview Expo Building 500 E Cty Rd Y, Oshkosh.
  - Record all club orders on Club Pizza Order Form.
  - Keep a record of individuals or families that have a pickup of more than 50 pizzas. List those individuals, the number of pizzas and the approximate time of pick up on the Club Pizza Order Form in the area indicated. This is to ensure that large orders of pizzas will be completed prior to their pick up.
  - Collect all money for pizzas from members. No club orders will be released unless the entire club’s money has been submitted. **DO NOT BRING ANY PAYMENTS TO THE EXTENSION OFFICE.** Checks must be made payable to: 4-H Leaders Association.
  - Club Pizza Order Form, the Pizza Day Worker Schedule, address labels of family members working at pizza making, and all money is to be brought to Pizza Counting at the Extension Office on **Monday, March 30, between 6:00-8:00p.m.**
  - Remind members to pick up their pizzas before 1:00 p.m. on pizza making day. The pizza committee is not responsible for any pizzas not picked up by 1:00. Please designate a club pickup person.

Thank you for your commitment to the youth of Winnebago County! If you have any questions, please call a member of the Pizza Committee. Your continued cooperation will make this another successful event.

**Pizza Sale Committee:**

Contact People:
  - Pizza Committee Chair Mark Kunde, 920-410-2517

Committee:
  - Pam Berholtz
  - Diane Owens-Lemke
  - Glenn Erickson
  - Kathy Wunrow
  - Sarah Winkel
  - Diane Owens-Lemke
  - Kathy Wunrow
  - Gerry Marks