January 26, 2015

Dear 4-H Organizational Leader:

The 2015 Spring Pizza Sale is right around the corner with the Pizza Making Day landing on Saturday, April 11, 2015. Pizza selling and making is the largest fundraiser for the 4-H Leaders Association, so we need everyone’s help and participation to make it the best it can be.

The Pizza Committee is asking each club to provide a volunteer for the following: (it can be the same person or different volunteers for each role)

- Pizza Coordinator
- Pizza Counter – This individual would ATTEND & STAY until the order is verified - no drop-offs, PLEASE. Pizza Counting is Monday, March 30- 6:00-8:00p.m. at the Extension Office. You can show up any time during the 2 hours. The club’s pizza orders, all money (checks made payable to 4-H Leaders Association) and all paperwork would be turned in.
- Day of Sale Contact Person – This person would be the designated "go to" person if there were questions regarding a club’s order OR if an order wasn’t picked up.

Many hands make light work, and that is what the Pizza Committee is working towards by encouraging club representation throughout the Pizza Making Process.

We also updated release times and procedures. Please share with your club. This information will also appear in the newsletter for all to read.

- Pizzas must be picked up by 1:00 p.m.
- Pizza workers will be able to pick up their orders first, following the first shift.
- Those not helping with pizza making can pick up their pizza orders after 11:30a.m.

Enclosed are the forms for your Club Pizza Coordinator including:

1. Pizza Sale How-To for Club Coordinators.
2. Club Pizza Order Form.
   Please fill out carefully as this sheet is extremely important for release of pizzas on Pizza Making Day.
3. Pizza Day Worker Schedule.
   Please work with your Club Pizza Coordinator to recruit members to work. Workers are needed for all shifts, especially clean-up. Friends and family are also invited to make!

(Over)
Reminders for ALL:

- CASH and checks payable to 4-H Leaders Association will be accepted. Please do not deposit any pizza money in a personal bank account.

- People may donate in lieu of selling or purchasing pizzas. This may be done as a family or by individuals as you are selling.

- Club orders, worker schedule, and all payments are to be brought in by the Pizza Counter on Pizza Counting night, Monday, March 30, between 6:00–8:00 p.m. You can show up any time during the 2 hours.

- If your club has any questions or concerns, please contact the Pizza Chair.

Please pass this information along to your club pizza coordinator as the information is essential to assist in publicizing the sale, recruiting workers, and assisting members in the details of the sale. If there are any questions, contact a Pizza Committee member.

The Pizza Sales are the largest fundraiser for the Winnebago County 4-H Youth Development program. Encourage people to sell, buy, and/or make pizzas! Thanks for your efforts to help make this another successful event!

Sincerely,

Pizza Committee Chair
Mark Kunde
920-410-2517