

GlenOak HS Chorale ORLANDO TRIP 2020

INSTRUCTIONS FOR...

Leaf Raking & Fall Clean-up Service

WHEN: October 19...October 26...November 2...November 9...November 16

- 9AM to 3PM (unless otherwise requested by client)

HOW: Two levels of involvement...

1. Teams of 4 to rake and/or clean-up yards and beds

- Each team will have a "foreman" assigned (see responsibilities below)
- Each team must secure an adult/parent chaperone

2. Contracting (selling services to) Clients

- Those contracting clients will receive a "contractor's bonus" of \$3.00, \$5.00 or \$7.00 depending on the length of service sold

WHAT: WORKERS Provide :

- Rakes (1 for each person on team)
- Leaf Blower (1 per team) if possible

CLIENT Provides:

- Garbage bags (or paper leaf bags)
- Bag removal / hauling away of bags

COST: **\$40 for 45 minutes of work**.....Small yard (¼ - ½ acre)

- Includes Contractor bonus of \$3.00

\$55 for one hour of work.....Medium yard (½ acre)

- Includes Contractor bonus of \$5.00

\$70 for 1.5 hours of work.....Large yard (½ - 1 acre)

- Includes contractor bonus of \$7.00

*** Add \$15 for each additional ½ hour of work (ONLY if needed and requested by client)**

DETAILS:

- Checks made payable to GlenOak Vocal Patrons Association
 - Payment due at completion of service
- Funds raised will benefit ONLY the students working on a given job
 - Funds will be split evenly among workers (after contractor fee has been taken out of total)
- EXCELLENT CUSTOMER SERVICE and QUALITY WORK is the goal of each team

PROCESS:

1. Chorale members sign up for the teams...teams choose a foreman
2. Chorale members "contract" clients for services
3. CLIENTS sign on by completing attached form...STUDENTS give form to Hayden Coombs or Mr. K
4. Schedule will be made for services...teams will be assigned to jobs
 - Foreman organizes team and handles ALL team and client communications
5. Money applied to individual ORLANDO account of people who have completed the contract

(Continued....Foreman's Responsibilities)

Foreman's Responsibilities:

- Contact client to verify and confirm date, time and length of service
 - *Explain the if they desire more work after the time is up, it will be \$15.00 additional per half hour of work*
- Secure an adult / parent chaperone for the service time
- Upon arrival, go to door and let client know team has arrived and is ready to work
 - *Ask if there are any specifics that they want to communicate (areas needing more or less work?)*
 - *Remind them about the time/length of service AND that at the end of the time, he/ she will check in with them to see if they are satisfied OR if they want more time (AND that the fee for additional time is \$15.00 per half hour)*
- Responsible for “quality control” and managing team
 - *Keep the team moving and working hard*
- At the end of the job, check back in with client to let them know team has finished...Collect money from client...THANK THEM...turn money into Mrs. Clark WITH NAMES OF TEAM MEMBERS
 - *Checks made payable to **GOHS VOCAL PATRONS ASSOCIATION***

Leaf Raking & Fall Clean-up Service

Fundraiser to benefit the...

GlenOak HS Chorale ORLANDO TRIP 2020

October 19...October 26...November 2...November 9...November 16
9:00 AM to 3:00 PM

TEAMS of 4 eager students:

- *Rake and/or Clean-up yards*
- *Clear flower /shrub beds of leaves and debris*

CLIENT Provides:

- *Garbage bags (or paper leaf bags)*
- *Bag removal / hauling away of bags*

COST: **\$40 for 45 minutes of work**.....Small yard (¼ - ½ acre)
 • *Includes Contractor bonus of \$3.00*

\$55 for one hour of work.....Medium yard (½ acre)
 • *Includes Contractor bonus of \$5.00*

\$70 for 1.5 hours of work.....Large yard (½ - 1 acre)
 • *Includes contractor bonus of \$7.00*

** Add \$15 for each additional ½ hour of work (ONLY if needed and requested by client)*

DETAILS:

- Checks made payable to **GlenOak Vocal Patrons Association**
 - *Payment due at completion of service*
- EXCELLENT CUSTOMER SERVICE and QUALITY WORK is the goal of each team
 - *Student foreman is responsible for quality control and communicating with the client*

PROCESS:

- CLIENTS sign on by completing the attached form and returning to GOHS Chorale member
- Student foreman will contact client to confirm time of service, etc.
- Foreman collects payment from client at completion of job

Thank you for your support!

Fundraiser to benefit the...

GlenOak HS Chorale ORLANDO TRIP 2020

Leaf Raking & Fall Clean-up Service

CLIENTS: Please complete the following form and return to a GOHS Chorale member

Client's Name _____ Phone _____

Address _____ City/Zip _____

Circle the date you would like for your fall clean-up / raking service:

Sat, October 19 Sat, October 26 Sat, November 2 Sat, November 9 Sat, November 16

Do you have a time preference? ____ yes ____ no

If yes, please specify time between 9:00 AM and 3:00 PM _____

Circle the service you would like to have completed:

\$40 (45 min)

Small yard

\$55 (1 hour)

Medium yard

\$70 (1.5 hours)

Large yard

- ***You may add \$15.00 for every additional half hour of work (on the day of the service)***

Do you have any special requests or needs for your service?

If so, please list _____

Name of Chorale member that contracted this service _____

Payment is due at completion of service

(Please give payment to student foreman)

Checks made payable to **GlenOak Vocal Patrons Association**

(office use)

_____ Job Completed
_____ Number of hours

_____ Total Cost of service

_____ Payment received
_____ Cash or check #