

Implementing the Lilyfields Lutheran Music Fundraiser

Step 1

By email (moreinfo@lilyfields.org) or phone (636-677-9065), let us know how many brochure/order forms you need for your school, and how many church bulletin insert order forms you need for your congregation and we will expedite them to you. Please provide a mailing address at that time as well. (If you need an electronic version of the church bulletin order form insert, go to <http://www.lilyfields.org/fundraiser.htm> and scroll to the bottom of the page to the download link.)

Please note: If you would like a sample CD of the music sent along with your order forms, please request it in this email.

Step 2

At the end of the fundraiser time period, collect the order forms and payments from your school and church. Have the checks made out to your school or church and deposit the funds into your account. We recommend collecting payments and order forms within 2 weeks of implementing the fundraiser.

Step 3

Send all school and church bulletin insert order forms to us. A mailing label will be provided for you.

Step 4

We will tally the orders and send you via email an invoice indicating that your school and/or church retains 60% of the profit minus the cost of shipping the music to you.

Step 5

Per the invoice, send a check made out to Lilyfields to:

Lilyfields
5417 Harter Farms Manor
High Ridge, MO 63049

Step 6

We will ship the music to your school or church along with your original order forms for your records and for sorting of the product. We will provide plastic bags in which each individual order can be placed. Please allow two weeks after we receive your orders forms to receive the music to your school or church.