Program Outline for Team Captains/Sellers

Pie in the Sky Overview: Buy a Pie. Feed a Family.

Every pie sold through the ***Pie in the Sky*** fundraiser will aid MANNA in providing delicious, healthy, medically appropriate meals to someone in the greater Philadelphia and Southern New Jersey area who is coping with a life threatening illness. As MANNA's largest fundraiser of the year, the goal of this event is to pre-sell 10,000 pies, raising $250,000 for our nutrition and meal programs.

Sign up your team or become an individual seller: Setting up Your Team/Selling page

A Team is comprised of a Team Captain who leads a group of sellers in order to promote *Pie in the Sky*. If you do not wish to sign up a team, you can register as an individual.

Sign up Online (Individual Seller or Team)

Step 1: Visit www.mannapies.org

Step 2: On the navigation on the left of the screen click **"Sign up to be a pie seller or a Team"**

Step 3: On the next screen you will need to **"enter email address"** to begin. If you have registered an email address with MANNA in the past please be sure to use that address - your MANNA account is linked to your e-mail address.

Step 4: Customize your page! You can upload a picture and customize the text of your page.

Team Captains: Note Team Captains register their Team first before other team members can join.

Teams work best when working together. Have others join the effort as individual sellers for your Team. They can connect their selling page and sales to that of your Team, helping you compete for Top Team Seller rankings. Each Seller can create their own page, send E-Cards to their contacts, and share the ordering link for delivery.

Selling Pies: Promote, Collect, Submit

All Teams who request private delivery are asked to commit to selling 100 pies. In order to achieve this goal, your Team Sellers will need to promote your participation in the fundraiser and reach out to your local community for support.

Step 1: Promote your participation to sell pies to your community

MANNA will provide you with multiple copies of our All-In-One promotional piece for you to help promote the sale. The E-Card feature on your Selling Page will allow you to send information and links to the order form through email. Download *MANNA's Selling Tips Presentation* for more tips on how to sell pies and cakes to your family, friends, and colleagues.

Step 2: Customer orders

Customers who wish to pick-up their orders from a public pick-up site may place their order through the regular ordering system. They will still have the option select your team as their Seller and will be counted towards your total sales.

Step 3: Submit Customer Orders

The Team Captain is responsible for submitting all cash and check orders to MANNA on or before Friday, November 12, 2011. This deadline is **before** the public ordering deadline to give MANNA the appropriate time for data-entry and coordination. Incomplete orders (i.e. orders without full payment) will not be processed or accepted. Online (credit card) orders can be placed until noon on Friday, November 18, 2011.

Private Pick Up Sites: What you need to know

All Teams who request private delivery are asked to commit to selling 100 pies. In order to achieve this goal, your Team Sellers will need to promote your participation in the fundraiser and reach out to your local community for support.

Register your private site BEFORE you sell online.

All private pick up sites must be registered with MANNA before you start selling online so that your customer can select your private site at check out. All private sites must be registered by **October 30, 2011**.

Note: You must commit to selling 100 pies to have a private pick up site. If you team does not reach their goal of 100 pies, they will be asked to pick up their pies at our Warehouse facility at Philadelphia Cold Storage.

Receive delivery of pies

Orders will be delivered to your location by a MANNA volunteer driver on the morning of Tuesday, November 22, 2011. Please designate your desired delivery time when registering your site. The delivery will include all pre-ordered pies, an order check-off list to help you fulfill orders, and any other materials deemed necessary by MANNA.

Distribute orders to your customers

Each private site will be permitted to choose its own hours of distribution, which must be submitted to MANNA when registering. Please note that you will not receive any extra pies. All orders are pre-purchased and will appear on your check-off list. Please verify each order against the check-off list to insure each customer receives the proper products.

You're a MANNA Volunteer: Receive Volunteer or Community Service Hours as a Seller

Selling pies takes time. That's why MANNA will provide verification of volunteer hours for sellers based on the number of pies sold. Individuals wishing to gain volunteer hours credit for their efforts must contact Rob Saxon, Director of Volunteers and Resource Development, at the completion of the program. (p) 215.496.2662 x120 | (e) rsaxon@mannapa.org.

Important Dates

October 3, 2011	Pre-Sale Begins
October 30, 2011	Deadline to sign up as Selling Team with Private Delivery
November 10, 2011	MANNA's PIE DAY
November 12, 2011	Deadline for Team Captains to submit collected cash and check orders
November 18, 2011	Order Deadline for all public orders and Team credit card orders
November 22, 2011	Tuesday Public Distribution (Public sites open from 4:00 pm until 8:00 pm)
November 23, 2011	Wednesday Public Distribution (Public sites open from 12:00 pm until 4:00 pm)

For more information, please contact:

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Jenny Borcky | Events Manager | (p) 215.496.2662 x115 | (e) jborcky@mannapa.org

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Thank you for your support!