

2010 Kiwanis Foundation Rose Sale

Division Coordinator Information

Skills & Attitudes

To help all your clubs achieve maximum success, this list exemplifies some of qualities of strong leadership.

- **Enthusiastic** – Strong supporter of the Rose Sale. Leads by example. Makes it Fun!!
- **Motivator** – Helps others to raise their outlook, be committed and achieve great success.
- **Team player** – Goes the extra mile to support Club Coordinators. Listens thoughtfully to problems/feedback, participates in finding solutions and shares ideas.
- **Persistent** – Resourceful in finding ways to succeed and solve problems. Never gives up.
- **Innovative** – Thinks “outside the box” and is bold enough to try something new.
- **Plans for Success** – Realizes a good plan and stretching goals are vital. Use time wisely.
- **Communicator** – Encourages/facilitates/establishes good communications.
- **Trainer** – Using the Club Coordinator Outline assures all responsibilities/deadlines are understood and met by each Coordinator. Works with Club Coordinators until this goal is assured.
- **Committed** – Fulfills all duties and the follow through necessary for success.

Responsibilities & Commitments

- Establish a strong network with Club/District Coordinators
- Work directly with the individual club coordinators to maximize their Sale results
- Follow precisely the plan outlined below and coordinate the drop point activities.
- Know and understand all the forms and information on the Rose Sale Site at PKFOnline.org.

Specific Duties and Plan (Dates and deadlines.)

- Attend Spring regional meetings if possible to promote the next Rose Sale.
- August 27th to 29th promote the rose sale at the District Convention. Stop at the rose sale table and help to be sure your division clubs get their materials.
- By August 31st contact and encourage every club in the division to participate in the rose sale. Pass these contact results to the regional coordinator. Always leave the door open for clubs to join the sale.
- By August 31st have a club coordinator designated in each participating club and get all important contact information. Have them ready to go with a challenging goal as soon as supplies are received and an action plan is in place. Pass all contact information to the regional coordinator. All club supplies will be mailed to clubs that did not receive them at the convention. Early Bird order form is available at the foundation web site.
- By August 31st, be sure Club Coordinators understand and agree to the reporting plan. Reports are to be made weekly until the end of the sale. Need to report total roses sold and what sponsored Service Leadership clubs are participating. Each week report to your regional Coordinator.
- By October 4th establish the drop point. And the persons responsible to verify and accept delivery on October 28th. Furnish to the regional coordinator all the information needed for the morning the roses are delivered: Name of responsible person, address and directions to building, phone number at building and cell phone number of responsible person, and any other pertinent info that is needed to make the drop go smoothly.
- October 4th ask the club to make their final report to you. Remind them to have ordered extra to continue selling until the delivery date. Emphasize that the final order and check for the full amount to "PA Kiwanis Foundation" must be in the District office no later than October 4th.
- October 28th have a responsible person available at the drop point to meet the schedule set by the deliverer. Expect to verify and accept delivery and facilitate club pickup of the roses ordered.

Goals and Suggestions to Increase Sales

Compared to 2009, increase the number of clubs participating in your division.

- For clubs that participated in 2009 challenge them to increase sales by 10%.
- Get clubs to increase the number of members selling roses.

- Get others to sell roses for you at their business or office.
- Be innovative in the ways to sell roses.
- Remind clubs to sell until the delivery date. Order extras to do this.
- Remember orders must be in multiples of 10.

Key Dates to communicate with clubs.

Rose Sale starts August 30th.

Rose Sale ends October 4th.

Final order form must be in to the District office October 4th.

Rose Delivery – October 28th.