



# Creativity On Virtual Van Ness!

## Instructions

### 1. Decide what items or service you plan to sell. Ideas:

- Items you found while cleaning your house or garage that you no longer need or use.
- Baked goods, meals, snacks, jams/jellies, etc.
- Art, craft items, home or yard décor made by you.
- Flower bouquets or arrangements from your own yard.
- Entertainment (musical, comedy, dramatic, etc.) provided in Zoom (or other online hosting) room.
  - Note that Zoom rooms are limited to 40 minutes in duration, unless you purchase for \$14.99/month, though you can cancel within 1 month. See <https://www.zoom.us/pricing>
- Use your creativity and come up with something fun!
- If you are unable to participate by selling, consider supporting this fundraiser by purchasing from others that are selling. Here at the Big Red Church, everyone counts, and every gift counts!
- Make sure whatever you sell is appropriate to be selling on behalf of our church. Please be thoughtful and mindful that you are representing the church.

### 2. Decide how you will accept payment, and how you will deliver your items:

- Checks made out to “First Congregational Church of Fresno”, donations through the Givelify app, specifying “First Congregational Church of Fresno”, and “Creativity on Virtual Van Ness Fundraiser”, and Facebook fundraiser donations are easiest.

- If any buyer pays you directly, send that amount to the church in the manner you normally use for donations, specifying it is for the Creativity on Virtual Van Ness fundraiser.
- For delivery, plan what days/times you will do deliveries.
- If you are unable to physically deliver your items, try to contact with another member that may be able to deliver for you, to see if you can work as a team for this fundraiser.

### **3. Offer your items or services for sale:**

- Use Facebook, email, text, or phone calls to let others know what you are selling.
- Make sure to include a thorough description of the item, the price, and how and when you will be delivering it.
- Include photos if you can, and link to the church Facebook's fundraiser, if you post on Facebook.

### **4. Record your orders on one of the order sheets to keep track of orders received and delivered**

- Confirm payment before delivery of items (if done via Givelify, ask the buyer to forward their confirmation email to you).
- Or if buyers will pay by check, make sure they know to leave it for you outside their front door at the time you will be delivering to ensure social distancing.

### **5. Deliver items and collect payments**

- If your items is something physical (food, flowers, etc.), make sure you let the buyer know when you will be delivering it.
  - Deliver it in a safe, contact-free way (ie., leave on front doorstep, ring bell and leave).
- If your item is something non-physical (music provided in Zoom meeting), make sure you send the buyer the link, and the time the service will be given. Please give a phone number to contact you if the buyer has any issues.

### **6. Total the amount of your sales and email to Mary Wall at [maryelainewall@gmail.com](mailto:maryelainewall@gmail.com) by June 25.**

### **7. Make a recording (60 seconds or less) with your quarantine crew, describing how you raised your money and email to Pastor Raygan at [rbaker@bigredchurch.org](mailto:rbaker@bigredchurch.org) by June 22.**

**Join us via Zoom on Friday, June 26 at 7:00 pm for the final tally and fundraising videos!**