



## Valparaiso University Guild Pecan Project Procedures

For decades, customers have depended upon Guild members to sell “Valpo Guild” pecans to use in baking, as gifts, or as a yummy snack. This fund raiser has helped to support Guild projects and has given members the opportunity to work together. The following steps will help guide individuals and groups seeking to continue the pecan project with support from the Guild office.

**1. Assign local “pecan chair/s” who will oversee the project.**

*The chair/s will be the primary contact for the Guild office and will have the responsibility of overseeing the project until proceeds are received.*

**2. Complete a Member Originated Activity (MOA) form and submit it to the Guild office.**

- A MOA form is attached to this mailing
- It can also be saved, completed and e-mailed (or mailed) through the website <http://valpo.edu/guild/assets/pdf/MOA%20proposal%20form.pdf>

*This step gives the Guild office a “heads up” on which areas will be selling pecans so that the Guild office can anticipate the invoice. From time to time, the Guild office refers potential buyers. Also, this is an opportunity for you to obtain a list of local members who may be interested in supporting this project as a seller or buyer. You may also ask for Guild or Valparaiso University information to be mailed and distributed with the nuts.*

*The MOA should be an estimate of what will be ordered giving the Guild office a ballpark dollar amount so funds can be reserved to pay the invoice. We recognize that the order quantity may fluctuate slightly from what is submitted on the MOA form.*

**3. Determine vendor and what to order.**

*Guild members who have worked with a particular vendor may continue to use that vendor. Many people prefer using Schermer pecans because they will imprint “Valparaiso University Guild” on the bag. In addition to the pecan halves and pieces, many groups have reported success selling the chocolate covered. The member knows best what will sell locally.*

**4. Place order with vendor.**

*The chair is responsible for ordering the correct amount and determining the delivery location.*

**5. Receive order. Send the invoice to the Guild office to pay.**

*The invoice may take a couple weeks for the University’s finance office to process. Please send the invoice promptly to:*

*Valparaiso University Guild  
1100 Campus Drive South  
Valparaiso, IN 46383*

## **6. Distribute and sell pecans.**

*There are two primary ways to collect payment:*

- 1. Ask members to pay for the pecans in full upon picking up their order.*
- 2. Assign a deadline for all proceeds to be returned to the local pecan chair.*

### **Selling:**

*The Guild office prefers that the buyers make checks out to or give cash to the seller. The seller will then write one check for what they sold.*

*For example: Shelly Nutt obtained two cases of pecan halves to sell (a total of 48 bags to be sold at \$8 per bag). Shelly sells the bags and collects the money – some cash, some checks made payable to Shelly Nutt. Shelly deposits the money and writes one check made payable to Valparaiso University Guild for \$384.*

*This process has three primary advantages:*

- 1. This prevents cash from being mailed.*
- 2. There will be fewer checks for the University to process.*
- 3. The Guild office will identify the sellers and can track volunteer involvement.*

### **Pricing:**

*The vendor will set the wholesale price, but each group can decide what to charge customers. The Guild office recommends having at least a 20% markup (so if the vendor charges \$6.72 per bag, the product be sold for \$8). Consider what the local market will bear by pricing the product at local stores. As a rule, the quality of nuts is better than what people will find in groceries. Remember, this is raising funds to support Valparaiso University student needs.*

## **7. Complete an Evaluation form**

*The Member Originated Activity evaluation form will inform the Guild office on how the project went. It shares the names of those who were involved and may provide “best practices” and suggestions that can be forwarded to other groups planning to work on this project.*

## **8. Send proceeds and evaluation to Guild office.**

*A local person will need to track what amount of product the seller has agreed to sell and will need to track that proceeds for all project are received within a reasonable amount of time. Ideally, this project will be complete within 60 days of receiving the delivery.*

*By receiving the proceeds promptly, the Guild office will have reserved funds to support more Member Originated Activities.*

*All fundraising proceeds are deposited into the Guild Endowment Fund. As this fund increases, the Guild will be able to take on even bigger projects that support our mission to enhance the student experience. **THANK YOU** for taking the initiative to see that Guild support of students can grow!*