



61 Adams Avenue, Stamford, CT 06902  
(203) 977-5082 ☐ HartMagnetPTO@HartPTO.com

## HART Magnet Valentine's Day Fundraiser Checklist

- Contact Florist to confirm pricing & decide on delivery date  
(currently using Peter's Wholesale Florist: 203-325-2608 - Teddy/Maddy)
- Create Flyer (just need to change the dates, see below)
- Reserve Conference room by Nancy Stanton's office for distribution day
- Make copies & distribute to student body & staff (have extras on hand in main office carousel)
- Collect money & message notes (as often as you can to get an idea of how many flowers you'll need to order) (separate messages by class, easier to distribute later)
- Place order with Florist, include roughly 200 extra for broken or last minute orders
- Paste messages from students onto Cards for Staff members (Red paper, format is on file)
- Send out email reminders via email blast, also a few days before deadline have a morning announcement made "last call"
- Create a deposit slip once all funds are collected & give to Treasurer
- Ask for volunteers via email, sign up genius, FaceBook or word of mouth
- Few days before distribution collect vases from teachers, extras in main office kitchen & PTO closet, place in conference room
- Distribution Day: Line the table with towels (easier for clean up) and start your assembly, staple messages to flowers, all students in the same class get bunched and deliver!!!

**All orders  
must be  
received no  
later than**



**Flowers will  
be delivered  
to the  
classrooms**

**Send a smile to a friend or staff member on  
Valentine's Day with a carnation!  
Sponsored by the Hart Magnet School PTO**

**Enclose \$1 cash, per flower with your message using this form.  
Place in an envelope marked "PTO Flowers" and return to your child's classroom  
teacher by Friday Jan. 27th**

**Deliver To:** \_\_\_\_\_ **In classroom:** \_\_\_\_\_

**Message/From:**  \_\_\_\_\_

\_\_\_\_\_

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**Deliver To:** \_\_\_\_\_ **In classroom:** \_\_\_\_\_

**Message/From:**  \_\_\_\_\_

\_\_\_\_\_

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**Message/From:**  \_\_\_\_\_

\_\_\_\_\_

Todas las  
órdenes deben  
ser recibidas  
no más tarde



Flores serán  
enviadas al  
salon el  
Martes 14 de

**Envíe una sonrisa a un amigo o miembro del personal de la escuela este ¡Día de San Valentín con un clavel!  
Patrocinado por la Hart Magnet School PTO**

**Incluya \$ 1 en efectivo, por cada flor con su mensaje usando este formulario. Coloque en un sobre marcado con el nombre "Flores PTO" y regrese al maestro de su hijo / a antes del Viernes 27 de Enero**

Entregar a: \_\_\_\_\_ En la clase: \_\_\_\_\_

Message/De:  \_\_\_\_\_

\_\_\_\_\_

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Entregar a: \_\_\_\_\_ En la clase: \_\_\_\_\_

Message/De:  \_\_\_\_\_

\_\_\_\_\_

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Entregar a: \_\_\_\_\_ En la clase: \_\_\_\_\_

Message/De:  \_\_\_\_\_

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Entregar a: \_\_\_\_\_ En la clase: \_\_\_\_\_

Message/De:  \_\_\_\_\_

\_\_\_\_\_

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Entregar a: \_\_\_\_\_ En la clase: \_\_\_\_\_

Message/De:  \_\_\_\_\_

\_\_\_\_\_