

Dear Willett Parents,

The Innisbrook Fundraiser kicked off on Monday afternoon with the distribution of catalogs and order materials to all students in grades 1-6. Hopefully, you have received your Innisbrook envelope already. This is one of the Willett PTA's largest fundraisers of the school year, and our goal is to close-in on 100% participation from our students. Our school receives 50% of the total amount sold, so with your help we can make this a big success for our school and our students! The purposes of the fundraiser are to enable the Willett PTA to continue to fund school-wide activities & initiatives, as well as to help offset Outdoor Education camp costs for 5th and 6th grade students. More information about the Outdoor Education expenses is given below.

Inside your Innisbrook envelopes you will find a pink sheet with important instructions. Here are a few general notes about the fundraiser:

* **DATES:** The fundraiser runs from Monday, September 28, through Tuesday, October 13, 2009.

* **SCHOOL #:** Willett's school number is 103926.

* **SALES TAX:** In lieu of sales tax, please collect an additional \$0.25 PER ITEM ordered.

* **ORDER VOUCHER:** Please note that Innisbrook has a (mandatory) new system for all orders this year. After your student(s) collects their orders, parents will log on Innisbrook's website and enter their orders online. You will then print a voucher showing your total order, and will submit the voucher along with payment for the total order to school. **PLEASE NOTE:** You will need to set up an account first, which is a very fast process (see **ONLINE INSTRUCTIONS**). You can also enter your orders incrementally during the campaign, should you desire.

* **PLEASE MAKE CHECKS PAYABLE TO:** "Willett Elementary PTA." **PLEASE NOTE:** the pink instructions sheet shows the incorrect payee; please make checks out to our PTA.

NOTE FOR 5th & 6th GRADE STUDENTS RE: OUTDOOR EDUCATION As in past years, proceeds from 5th and 6th grade students will still be used to help offset their camp tuition for Outdoor Education. Each 5th and 6th grade student's sales will be tracked individually, and 50% of their total sales amount will be applied toward their own Outdoor Ed costs, which this year will cost \$250 per student. If a student sells more than \$500, then any proceeds after \$250 will go to the general Outdoor Ed scholarship fund. A separate fundraiser was held last weekend for the transportation (bus) expenses for Outdoor Ed.

ONLINE INSTRUCTIONS

This year, Innisbrook has introduced an online ordering and catalog system that all participants will need to use. It's a simple system, and here are some helpful hints to help you get going:

* There are 2 main functions/sections for the online site: a) the Parents-EZ" order summary form for parents to submit their student(s)' orders at the end of the campaign; and b) the "Out-of-Town Family and Friends" online catalog and order form for orders that will be credited toward your student's sales. Both functions can be accessed from <www.innisbrook.com>.

* There are 2 steps you MUST complete before you can use the two online functions:

- 1) Establish your login name (your email address is suggested) and password for accessing your student's order information; and
- 2) 'Register' your student(s)' names so that the system can track their sales. Once you successfully login you will see a pop-up window with an option to register students. Each registered student is given an alpha-numeric ID# (e.g., A123456B). At the same pop-up window there is an option to send emails to friends and family. By doing this, they will have everything they need to ensure your student receives credit for those sales, since each out-of-town order must include the student's (seller's) ID#.

TROUBLESHOOTING/SUPPORT

* There have been intermittent periods of extremely high traffic on the Innisbrook site, particularly on Sunday and Monday afternoons & evenings. If you see an error message indicating their website is busy, please try accessing it again a little later, preferably not during the peak periods. You hopefully will not experience this, but if you do we apologize in advance.

* Please note the payee should be the "Willett Elementary PTA" and not to the school, as it is listed on the pink instructions sheet.

* OTHER QUESTIONS?

For questions about the fundraiser campaign in general or questions about how to enter your orders online, you may contact Parshaw Vaziri, PTA Innisbrook Coordinator, at: parshaw@mac.com or 530/750-5058. For more specific questions about Innisbrook or their online system, please contact Innisbrook's Customer Service at: 877/525-5608.