

# CHEESECAKE PICKUP DAY PROCEDURES

The products that you ordered from Encore Fundraising will be here and ready for pickup on Delivery Day.  
**PLEASE PLAN TO PICK UP YOUR PRODUCTS AND DELIVER THEM AS SOON AS POSSIBLE TO YOUR CUSTOMERS.**

**ALERT – ALL CHEESECAKE PRODUCT MUST BE PAID FOR IN FULL BEFORE THEY ARE PICKED UP!!**

**We do not have permission to use the freezer space in the school, so it is so very important to pick up your item!**

**THERE ARE 2 TIMES TO PICK UP YOUR CHEESECAKES ON Delivery Day!**

**Walk-Up/Pick-Up – 11:00am-3:45pm ONLY – We invite you to take advantage of this new pick-up time! Just pull up to the bus port and come into the Orchestra room to pick up your order. Bus Port MUST be cleared by 3:45pm.**

**Drive-Up/Pick-Up – 4:45pm-8:00pm ONLY – You must enter the school at the CAR RIDER ENTRANCE only! (The bus port entrance to the school is a Cheesecake Pickup Exit Only!)**

***AFTER SCHOOL INSTRUCTIONS - The line will start in front of the school by the flagpole, we will get your students name/give your car a number. We will be inside processing orders inside while you are driving around the bus port to pick up your items.***

**If you know ahead of time that you are not able to come pick up your items, please make arrangements with another family to pick up your items.**

**IT IS VERY IMPORTANT FOR YOU TO CHECK YOUR ORDER THOROUGHLY BEFORE YOU LEAVE THE BUS PORT. WE CANNOT VERIFY YOUR ORDER/REPLACE ITEMS ONCE YOU HAVE LEFT THE SCHOOL BUILDING.**

**The Bus Port entrance to the school is a cheesecake pickup exit only! No line jumping will be allowed!**

***VOLUNTEER OPPORTUNITY – As there are 2 times to pickup your items, there are 2 times to volunteer to process orders.***

***WALK-UP/PICK-UP VOLUNTEER – Training at 10:30 in the Orchestra Room and work as long as you can from 11:00-3:45pm. Check in at the front office, then come to the Orchestra Room.***

***DRIVE-UP/PICK-UP VOLUNTEER – Training at 3:45 in the Orchestra Room and work from 4:30-8:00 (We serve a pizza dinner for our volunteers.) We do allow students to volunteer after school, if a parent will be working with them. If you have a wagon that we could borrow - it will help us out!***

**If you would like to volunteer, or if you have any questions, then please fill out the [online Volunteer Sign-Up Form.](#)**