

## Office/Community Coordinator Positions

Workplace Coordinator: a volunteer to help coordinate pre-sales within their workplace.

- given a marketing package
- collects orders and money for carnation bouquets from March 2<sup>nd</sup> to April 2<sup>nd</sup>
- Sends the order and money to the MS Society on or before April 6<sup>th</sup>
- MS Society deliveries flowers to the workplace week of May 4<sup>th</sup> for volunteer to distribute

Community Coordinator: a volunteer who will coordinate the pre-sales within their community.

- given a marketing package
- distribute posters in high traffic areas
- collects orders and money for carnation bouquets from March 2<sup>nd</sup> to April 2<sup>nd</sup>
- Sends the order and money to the MS Society on or before April 6<sup>th</sup>
- The flowers will be delivered to your community the week of May 4<sup>th</sup> for you to deliver to your buyers