

Plant Sale Exchange of Ideas Virtual Meeting Recap

April 7, 2020

Best Practices that were shared during the meeting, by teachers, included:

- Many are looking to have an online sale by using websites such as Square or Cheddarup.
 - o Both, Square and Cheddarup, allow you to take inventory of all items and then will deduct the items once they are purchased.
 - o Square does have a transaction fee of 2.9% plus \$.30 per transaction regardless. Schools that are using Square are using the free version.
 - o Square requires you to accept credit card payments and therefore requires a bank account to be linked. Cheddarup does not require you to have a bank account linked.
 - o Both platforms allow you to add pictures of each plant variety, etc.
 - o Before the customer completes the online order form, it was suggested to make sure you allow them to arrange their pick up time, etc. Options could include that you schedule each individual to come in 10-15 increments and put them straight in their car, you state that the individual should come between specific set hours, or let the customer know that you will leave them in a designated location and they can pick up at their convenience.
 - o Coupon codes are able to be created and used on Square. It is unknown if Cheddarup allows this feature.
 - o Plant Sale websites, using Square or Cheddarup, that were mentioned during the meeting include:
 - [Waterloo](#)
 - [Mt. Vernon](#)
 - [Redbud](#)
 - [Okawville](#)
 - [Harrisburg](#)
- Marissa FFA Chapter shared they are providing their community with 2 options. Customers can email their order and it will be in the parking lot ready for pick up at a designated time. Or, the customer can sign up for a 15 minute appointment time to shop in the greenhouse (1 person only at a time) through a [Google Form](#). When creating the Google Form be sure to use “choice eliminator” option.
- Some plan to create a single spreadsheet with the plant name and quantity available. It was also suggested that you can link a picture to this spreadsheet for individuals to see a visual. This spreadsheet will then be shared with customers and it is expected that the customer will send the teacher their order via email.
- [signup.com](#) was mentioned to possibly use when scheduling customers to come shop at the greenhouse.
- Ms. Modglin, teacher at Waterloo, has volunteered to assist you if you are needing help with Square. She can be contacted at mmodglin@wcusd5.net.
- Mrs. Portz, teacher at Marissa, has volunteered to share ideas of doing the plant sale without an online sales platform. She can be contacted at kportz@marissa40.org.
- Meeting recording can be found [here](#).

