UC Merced’s 2011-12
United Way Campaign
Brownie Gram Instruction/Information Sheet

1) **ABOUT BROWNIE GRAMS:**
   - Brownie Grams are a large fresh baked, individually wrapped brownie, with a personalized message to the recipient, delivered on Tuesday, February 14.
   - Brownie Grams are a great way to send a personal greeting to your UCM friends and co-workers (while supporting United Way of Merced County!)

2) **WHEN:**
   - Sales begin **Wednesday, January 18** and end on **Friday, February 3 at noon**.
   - All money must be turned in to Susan Sims by the Department Representative NO LATER than **2:00 p.m. on Friday, February 3**.
   - Brownie Grams will be available for pick up by the Department Representative for delivery on **Tuesday, February 14** in Conference Room 232 in the Kolligian Library from **8:00 a.m. to 10:00 a.m.**
   - **IMPORTANT:** Any Brownie Grams that are NOT paid for by **Friday, February 3**, will NOT be ordered.

3) **COST:**
   - $2.00 each
   - Pay with cash or checks made payable to **UC Regents – Brownie Grams**.

4) **SELLING BROWNIE GRAMS:**
   - Obtain Brownie Gram labels from, 3rd Floor Library – West Wing.
   - Purchasers will complete the Brownie Gram labels.
   - All Brownie Gram payments MUST be made in full at time of purchase. (ex: Do **NOT** accept this: Susie buys $10.00 worth of brownies, but only gives you $5.00 one day and says she will give you the rest before February 3.)
   - Any unused labels (not that you will have any) are to be hand delivered to Susan Sims (Kolligian Library = 3rd Floor). **Please do not return through campus mail!**

5) **DELIVERING MONEY:**
   - Hand deliver all money to Susan Sims, Kolligian Library – 3rd Floor.
   - **Please do not send cash or checks through campus mail!**

6) **QUESTIONS:**
   - Any questions regarding Brownie Grams can be directed to Susan Sims at 228-7954.