

# Helpful Hints for Completing your Global Finals Order!!

## Follow the steps below:

- Fill out the first 4 lines. (if writing in PLEASE print so it can be read) Challenge and level please, Region 1, 2 or 3
- Make sure you put in the **number of members** on your team as that number is 'calculated' below in number of 'free' Global shirts

GLOBAL FINALS 2017 - TEAM ILLINOIS MERCHANDISE ORDER FORM											
Due by WEDNESDAY, APRIL 12 - all orders MUST be received on time to ensure delivery before Global Finals											
Team Managers will complete ONE form for the team (including themselves)											
E-mail completed forms to Jan (jan.darnell@pekin.net) no later than 8PM on WEDNESDAY, APRIL 12											
6. TEAM MANAGER NAME:											
7. TEAM MEMBERSHIP NAME:											
8. CHALLENGE:											
9. REGION:											
10. NUMBER OF TEAM MEMBERS: <span style="float: right;">Required for all teams! Do not include TMs. Other ILDI Global Reps leave blank.</span>											

- Tshirts:** All team member, managers, supporters sitting in the ILDI block must have ILDI is WILD about Creativity shirts for Welcome Ceremony. Supporters are welcome to have them as well...put in the total number of each size needed. **ILDI Wolf Pack** shirt is gifted to each team member and ONE Team manager. The 'free' shirts are calculated from the number you listed above in the spreadsheet here...you do not need to enter this number. Please enter the 'extra' Wolf Pack tshirts wanted here. The spreadsheet then calculates your total dollars needed for your shirts...VOILA!!

REQUIRED ILDI APPAREL FOR GLOBAL FINALS											
Affiliate T-Shirt - All team members and TMs must have one of these shirts for Opening Ceremonies											
ILDI is WILD About Creativity	Youth			Adult			Total Quantity	Each Price	Extended Price		
	Lg	XL	Sm	Med	Lg	XL				XXL	XXXL
Global T-Shirt - All team members and TMs must have one of these shirts for Closing Ceremonies - one shirt FREE to each team member and one TM											
ILDI Wolf Pack	Youth			Adult			Total Quantity	Each Price	Extended Price		
	Lg	XL	Sm	Med	Lg	XL				XXL	XXXL
Apparel Subtotal							0		\$ -		
Free Shirts (1/member + 1 TM)							1		\$ (9.00)		
APPAREL TOTAL							0		\$ (9.00)		

- PINS:** Team members LOVE to trade pins. This IS what they will be when doing when they are not presenting their challenge at GF. Any one wishing to purchase pins MUST purchase AT LEAST the Junior Pin Trader Set. After that you may purchase additional individual pins..just mark on the form how many you want. The spreadsheet then calculates out your totals. All pins are \$3.00 each.

TRADING PINS FOR GLOBAL FINALS - if you are planning on trading pins, you must purchase at least the Junior Pin Trader package - you may choose to purchase a larger package instead and/or add onto your package with any quantity of extra pins (\$3.00 each) - pin quantities within each package cannot be altered - substitutions will be made if order cannot be filled exactly											
Pin Trading Packages (# of pins/pkg)	Honest Abe Wolf	Rainbow Wolf	DI Wolf (orange & purple)	State Mineral-Fluorite Wolf (green)	State Flower-Violet Wolf (purple)			# of Pins/Pkg	# of Pkgs Ordered	Each Price	Extended Price
Junior Pin Trader	4	4	4	4	4			20		\$ 60.00	\$ -
Recreational Pin Trader	5	5	5	5	5			25		\$ 75.00	\$ -
Competitive Pin Trader	8	8	8	8	8			40		\$ 120.00	\$ -
Expert Pin Trader	10	10	10	10	10			50		\$ 150.00	\$ -
Extra Pins								0		\$ 3.00	\$ -
PINS TOTAL									0		\$ -

Lanyard - "Illinois DI 2017: Wild About Creativity" (Green)	# of Lanyards	Each Price	Extended Price
	0	\$ 2.00	\$ -
OPTIONAL MERCH TOTAL			
	0		\$ -
Shipping/Handling Per Team			\$ 20.00
Order Subtotal w/ Shipping			\$ 11.00
Service Fee to Pay Online *			\$ -
ORDER GRAND TOTAL			\$ 11.00

- Optional Merchandise:** ILDI Lanyard for \$2.00 — there are limited numbers of these, so if we have run out will substitute with pins.

- Shipping cost** is \$20.00 per team. This helps with the shipment of pins and tshirts to us and to teams as needed. Pins come from Texas and shirts are shipped to various locations from vendor. The \$11.00 reflects the 'free' Global shirt from one team manager. (Remember our spreadsheet is very SMART!!) The 'service fee' ONLY comes into play IF you opt to pay 'online' with a credit card...see below!

* We have added a convenient option to pay online with a credit card! If you choose this option, we will add a 3% service fee to your order total.	
Please use the dropdown to the right to select whether you would like to pay online (details below) or via check -->	
<input type="checkbox"/> CHECK	
CONTACT INFORMATION	
NAME:	
PHONE:	
ADDRESS:	
E-MAIL:	
REMINDER: Orders are due by WEDNESDAY, APRIL 12 - e-mail completed forms to Jan (jan.darnell@pekin.net) no later than 8pm!!	
Paying by Check: Mail a hard copy of your order form and a check payable to ILDI to: Jan Darnell, 626 West Shore Dr., Pekin, IL 61554 (payment due by May 5)	
Paying Online by Credit Card: We will send an e-mail to the address listed above around May 1 with a payment link (payment due by May 5)	
Instructions for Shipping/Pick-Up: Regions 1 & 2 must pick up merchandise on Sat., May 6 between 9am and 12pm at our "distribution center" (617 S. Garfield St., Hinsdale, IL 60521) - Region 3 will receive details from Jan regarding shipping/pick-up at a later date	

- 'Drop Down Box':** Please 'click' here ONLY IF you are paying online with a credit card. This will then calculate your 'service fee' above for doing that. (Remember, I said our spreadsheet is very smart!) If you are paying by check....you do nothing here.

- Please fill in the **CONTACT INFORMATION** here of who Jan contacts with questions...usually the Team Manager! Again, if writing it in PLEASE print!!

- Merchandise pick-up:** Region 1 & 2 will need to arrange for someone from your team to be at the Distribution Address in Hinsdale on Saturday, May 6th. Region 3 will receive instructions later.

Please **ONLY** send Jan **ONE** order per team—team managers-please compile your team members' orders and then submit **one order for your team** to Jan Darnell @ jan.darnell@pekin.net or jan.darnell@gmail.com. It helps with accounting to not have 200 orders coming to my email. Those paying by check can then email your payments to Jan Darnell, 626 West Shore Drive, Pekin, IL 61554 with a copy of your final order. Those paying online with a credit card will be sent an email once we have your order how to make that payment. All payments need to be sent no later than May 5, 2017. Thanks and congrats on your advance to Global Finals.

**Welcome to TEAM ILLINOIS!!**