1) ABOUT CANDY GRAMS:

♥ Candy Grams are See’s famous milk chocolate, dark chocolate with almonds and butterscotch lollipops.
♥ Candy Grams are a great way to send a personal greeting to your UCSB friends and co-workers on Valentine’s Day while supporting United Way of Santa Barbara County!

2) WHEN:

♥ Sales begin Tuesday, January 15th and end at 5:00 pm, Tuesday, January 29th.
♥ Invoices will be emailed on Tuesday, January 29th at 5:00 PM and all money must be collected by the Department Rep and turned in NO LATER than 12:00 PM on Friday, February 1st.
♥ Candy Grams are picked up by the Department Reps on Valentine's Day, February 14th, in the Flying A Studios Room at the UCen from 9:00 AM - 3:00 PM.

3) COST:

♥ $2.00 each
♥ Pay with cash (no coin please) or checks made payable to “UC Regents- Candy Grams”.

4) HOW TO PURCHASE CANDY GRAMS:

♥ Go online to www.ia.ucsb.edu/uw and click on the Candy Gram link.
♥ Sign-in to the form using your UCSBNetID credentials. Once you’ve submitted an order, you will receive a confirmation email. This is not a bill, only a confirmation email.
♥ Employees will have until Tuesday, January 29th at 5:00 PM to sign back in and make edits to their order.
♥ On Tuesday, January 29th at 5:00 PM employees will receive their invoice via email. This invoice tells the Department Rep. how much money to collect. You MUST include a copy of the invoice with your payment.
♥ Department Reps should collect payment and invoices from co-workers, fill out the Candy Gram Collection Sheet and hand-deliver payment during the payment period (Wednesday, January 30th – Friday, February 1st).
♥ All Candy Gram payments MUST be made in full (ex: Do NOT accept this- Susie buys $10.00 worth of candy, but only gives you $5.00 one day and says she will give you the rest later.)

♥ IMPORTANT:
Any Candy Grams that are NOT paid for by Friday, February 1st at 12:00 PM will NOT be ordered.

5) DELIVERING MONEY:

♥ Hand-deliver all invoices, money and collection sheet to Cynthia Pagel in Cheadle Hall Room 5127. If you have questions about payments, Cynthia may be reached at 893-2749.
♥ Please do not send cash or checks through campus mail!

6) QUESTIONS:

♥ Any questions regarding Candy Gram Orders can be directed to Fatima Mendez at 893-7382.