

# GROUNDCOVER ORDER PROCEDURE

The order deadline will be 5:00 p.m. Friday, September 20, or when we reach capacity.  
**(NO EXCEPTIONS) and orders must be in our possession with payment.**  
 All orders must be prepaid – no credit cards accepted.

**FOR ADDITIONAL INFORMATION:** St. James residents contact John Vandegrift at [JVJ1944@gmail.com](mailto:JVJ1944@gmail.com),  
 and Arbor Creek residents contact Bob Fulton at [rfulton3898@gmail.com](mailto:rfulton3898@gmail.com)

**STEP 1** - COMPLETE THE SECTIONS BELOW TO PLACE YOUR ORDER.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 (PLEASE PRINT LEGIBLY)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

WE ARE UNABLE TO ACCOMMODATE SPECIFIC DELIVERY DATE REQUESTS.  
 MINIMUM ORDER FOR PINE STRAW IS 15 BALES

PRODUCT	Units	Quantity	PRICE	PAYMENT	Counter's Use Only	
					Quantity Delivered	Initials
PINE STRAW BALES (Minimum Order- 15 bales)	BALES		\$5.75 / BALE			
PINE BARK NUGGETS	PALLETS		\$375.00/ 70 Bags			
LIGHT CYPRESS MULCH	PALLETS		\$372.00 / 75 Bags			
BROWN MULCH	PALLETS		\$325.00 / 70 Bags			
BLACK MULCH	PALLETS		\$345.00 / 70 Bags			
			<b>TOTAL \$\$</b>			
	Office Use Only		Check No.		Date	

**PLEASE DOUBLE CHECK YOUR COMPUTATIONS FOR CHECK AMOUNT.**

**STEP 2** - ATTACH CHECK PAYABLE TO - **ST. JAMES FIRE DEPT., INC.** TO THIS ORDER FORM.

**STEP 3** - INSERT THE ORDER FORM WITH THE ATTACHED CHECK AND VOLUNTEER FORM IN AN ENVELOPE MARKED "GROUNDCOVER ORDER. " NOTE: CHECKS WILL BE DEPOSITED WHEN RECEIVED.

**ARBOR CREEK RESIDENTS:** place in newspaper box at # 3898 Timber Stream Drive (Arbor Creek)

**ST. JAMES RESIDENTS:** place in the "Groundcover Orders" mailbox next to the Firehouse #1 [St. James Dr.]  
 (Do Not take to Town Hall – They will not accept your order or your check!)

**MAIL-IN ORDERS:** send to Thomas Grillo, 2495 Hillsborough Dr., Southport, NC 28461

(NOTE: To ensure order acceptance, mailed orders must be **RECEIVED ON OR BEFORE** September 20.

**DELIVERIES - CURBSIDE ON DATES OF OUR CHOOSING.** Pine straw deliveries will be on weekdays between September 30 and October 10 until completed. Mulch pallets will be delivered on Saturday, October 19. Orders are not always delivered by consecutive address, so don't be concerned if your neighbor gets theirs before your delivery. **IF THERE IS ANY DELIVERY OR PRODUCT ISSUE, PLEASE CALL John Vandegrift at 401-524-2590 or [jvj1944@gmail.com](mailto:jvj1944@gmail.com).**

*Because St. James is designated a Firewise USA Community, we hope you will consider a 5-foot perimeter of mulch around the foundation of your home. It is more fire resistant than pine straw, and you can use pine straw beyond that perimeter and in outlying gardens.*

# Volunteers Make This Work!

NAME(S) \_\_\_\_\_ Phone \_\_\_\_\_ E-mail: \_\_\_\_\_  
 (Please Print Legibly)

**PLEASE NOTE: IF YOU ARE PLACING AN ORDER AND VOLUNTEERING, INCLUDE YOUR NAME ON THE LINE ABOVE AND ON THE ORDER FORM (THESE FORMS ARE SEPARATELY PROCESSED.)**

If you have questions about volunteering, please contact Earl Williams at [earlmsg@gmail.com](mailto:earlmsg@gmail.com)

**Day(s), Job and Shift You Would Like to Volunteer**  
 Please check as appropriate

DELIVERY DATES	BALE LOADER	COUNTER	DRIVER**	WHICH SHIFT
<b>PINE STRAW</b>				
MONDAY – September 30				Early__ Noon__ Flex__
WEDNESDAY – October 2				Early__ Noon__ Flex__
FRIDAY – October 4				Early__ Noon__ Flex__
TUESDAY – October 8				Early__ Noon__ Flex__
THURSDAY – October 10				Early__ Noon__ Flex__

**Our two shifts are: Early (8:30 – 1:00 p.m.), Noon (11:15 – 3:00 p.m.), or I'm Flexible as to which one.**

**\*\*Drivers:** We usually need about five drivers with vehicles to tow our trailers. If you have a vehicle with a 2" trailer hitch and are willing to pull a trailer (no lifting required), please sign up as a DRIVER (early shift only).  
**Note: You must be able to back up the trailer.**

**If Volunteering for Bale Loader:** Check (✓) if you can drive your car to carry other workers .

- ❖ **PLEASE CHECK IN AT THE REGISTRATION TABLES IN THE PARKING LOT BEHIND THE FIRE DEPARTMENT.**
- ❖ **DELIVERY TIMES WILL BE STAGGERED AND COMMUNICATED TO YOU PRIOR TO EACH DAY**
- ❖ **ALL DELIVERIES WILL ORIGINATE FROM FIRE STATION #1**

**EMPTY PALLET PICKUP.** If you wish to have your empty pallet picked up, you MUST notify John Vandegrift at [JVJ1944@gmail.com](mailto:JVJ1944@gmail.com) by Monday, November 4 listing the pickup address as well as the number of pallets to be picked up. Pallets will be picked up on Saturday, November 9.

**Unless scheduled, your pallet will not be picked up.**

Since pine straw is a natural product from pine forests, it may contain some pinecones or twigs. Please keep in mind that along with getting your products delivered to your home, more IMPORTANTLY, your purchase DIRECTLY SUPPORTS our **Fire Department, who is there for you!**