

Magnolia Cooperative Preschool Toy & Clothing Sale 2017

Coordinator: Megan Parker	mcpsale@gmail.com Cell: 509-592-7321
Schedule:	Day/Time:
Participant Set-Up:	Thursday, March 16 th 4:00-7:00 pm
Coop Only Presale:	Friday, March 17 th 3:00-7:00 pm
Public Sale:	Saturday, March 18 th 9:00 am-2:00 pm
Participant Tear Down	Saturday, March 18 th 2:00-3:00 pm

This document is designed to provide you with the information you will need to participate in this year's Toy & Clothing Sale. Please take the time to read it thoroughly, as many of the answers to your questions should be here. After reading this information, if you have any additional questions, please email them to: mcpsale@gmail.com.

OVERVIEW

A maximum of 50 current members and alumni of Magnolia Cooperative Preschool are invited to participate. **As one of the participants you will:**

- Determine your own prices for the items you will sell (**dollar increments only**).
- Mark your items with prices before the set-up day.
- Place your items out during the scheduled set-up time and according to the appropriate categories.
- Work one 3-hour shift during the sale on either Friday or Saturday.
- Contribute to the bake sale (a home-baked or bakery good or \$20 – whichever you prefer), which benefits the school's general fund.
- Bring a self-addressed stamped envelope to set-up, so we can mail you your check.
- Earn all of the proceeds from the sale of your goods less your split of the shared expenses to put on the sale (approximately \$30- \$35) and 10% of your total sales, which benefits the school's scholarship fund.
- Participate in sale clean-up from 2-3pm on Saturday.
- **SPREAD THE WORD!** Please put out fliers, announce on your FB and Twitter accounts- the more people who know about the sale, the more money you can potentially make!

WHAT TO SELL

We welcome baby and children's toys, books, clothing and gear. The items you sell should be gently used and in good condition. No stained or torn clothing or broken or damaged items. Please use your best judgment and include only things that are in a condition you would find

acceptable as a shopper. Anything that is stained, torn, has holes, is broken or missing pieces will be put in the “free” box outside the sale. Please keep in mind that this box has to be taken to the dump at an additional cost to the coop. Additionally, items should be appropriate for use by children ranging in age from birth to 10 years of age (see categories list, attached). No stuffed animals, maternity clothes, potty seats, mattresses larger than crib size, or pet cages/fish bowls.

Please let us know if you plan on selling a car seat when you arrive for set-up. You may not sell or even donate your car seat if it is more than 5 years old (the date will be on the bottom of the seat). If your car seat or large items do not sell, you must take them home with you at the end of clean-up, as charities cannot take them and it costs the coop to take them to the dump.

PREPARING SALE ITEMS

This year we will attempt to have rack space, and give rack priority to outerwear, larger sizes (4T and up) and high-end brands. It is helpful if the seller can come with these specific items on hangers, although we should have some hangers available at set-up also. Most clothing will be displayed on the tables. Small clothing that can become separated, such as onesies, socks, mittens, hats, etc., should be grouped and bagged in clear zip top bags (we’ve found they sell well like this).

Pricing

Price, bag and hang your items BEFORE set-up. Everything should be ready to set out when you arrive. **Everything must be priced in dollar increments only.** Items priced 50-75% of consignment store prices seem to sell the best.

Marking Items

Please use ballpoint or permanent marker on painters tape or labels that are either self-adhered, taped or safety pinned securely onto your items. Please tape, bag or safety pin items together as appropriate.

Mark each item with:

- 1.) Price (DOLLAR INCREMENTS ONLY)
- 2.) Your ID #
- 3.) Any special notes that may apply (e.g. two-piece set)

Underline the price if it is not negotiable. Please note that items will be sold at 50% off the marked price from 1-2PM unless their price has been clearly underlined. Also, occasionally a customer will want to negotiate on a price. We will use our best judgment to come to a fair price if yours seems too high for your item to sell. Be aware that all unsold items are picked up by local charities. It is your responsibility to reclaim any of your items **by 1:30PM** on Saturday if you do not want it donated.

Pin clothing sets securely together and make a note of the number of pieces in the set on the price tag. Tie or tape shoes together. Tape puzzle and game boxes shut to contain pieces. (Be sure they are not missing any pieces first). Small items (socks, small toys, etc.) can be bundled together and put in clear, sealed bags. Organizing your items by category (see attached list) will make it easier for you to distribute your items during set-up on Thursday evening. **Please note: NO stuffed animals will be accepted at the sale. They do not sell well and take up much needed space.**

SUGGESTIONS:

- Zip lock bags are great for packing just about anything in all sizes.
- Painter's tape (usually blue) does not leave a sticky residue.
- Computer generated labels work well too, especially for clothes. Be careful with these for books, DVDs and toys, they are sometimes hard to get off and leave a sticky residue.
- Staples are not recommended for clothes – they cause too much damage when a customer tries to remove them.

BAKE SALE

All coop families and alumni sale participants are asked to contribute a home-baked good or \$20 to the bake sale. Proceeds from the bake sale benefit the school's general fund. You may bring your bake sale item to the Pilgrim Hall kitchen any time during set-up, Friday or Saturday morning. Please include a description of your baked item. Homemade items sell better than store bought. Coffee will also be available. A separate cash box will be used for the bake sale. Some breakfast type items would be appreciated.

SET-UP

Thursday, March 16th from 4-7PM

When you come to Pilgrim hall for set-up please do three things:

- 1.) Check in with us – we want to know you have arrived.
- 2.) Hand in your bake sale item (unless you plan to bring it on Friday or Saturday morning) and self-addressed, stamped envelope (so we can mail you your check)
- 3.) Set your marked items out on tables and racks as designated.
- 4.) Bring **as many shopping bags as you can donate** that our customers can use on sale day (these go in the closet area in the foyer behind Adele's table).

Please do not bring young children with you for set-up. Also, allow yourself enough time to finish by 7:00PM. We will ask that you leave at that time

COOP MEMBER ONLY SALE

Friday, March 17th from 3-7PM

It is extremely busy in the very beginning, typically people line up in advance to be the first ones in the door.

PUBLIC SALE

Saturday, March 18th from 9AM – 2PM

From 1-2PM items will be sold at 50% off the marked price unless their price has been clearly underlined. This is done to create one more buying flurry at the end when sales are typically slowing. At 2PM, we bag the remaining items so that they can be picked up by local charities.

If you would like to reclaim any of your unsold items rather than have them donated, you are welcome to do so at anytime. However, we ask that you have picked up your items by 1:45PM.

Please be aware that we will begin packing up at 2PM and will have cleared out Pilgrim Hall by 4PM.

Although we do our best to monitor the sale, we cannot be held responsible for any lost, stolen, switching of prices or mismatched items.

PLEASE LEAVE CHILDREN AT HOME

In the past, children arriving at the sale and allowed to play with the toys have resulted in considerable breakage. Broken toys cannot be sold and our participants are losing out.

Any children brought to the sale will be directed back to their parents if left unattended. We thank you in advance for your cooperation.

Hold Zone

The kitchen will be used as a Hold Zone. We will allow shoppers to hold unpaid items for 30 minutes. The worker assigned to the hold zone will mark the items (s) with the shopper's name and the time the hold is *over*. After 30 minutes, unclaimed items will be returned to the sales floor. The Hold Zone will be closed at 1:00 pm.

Speed Checkout

There will only be one line for checkout. During the busiest times, we will have "speed checkers" go through the line and take care of folks with 5 items or less. Therefore, all shoppers should simply be directed to the end of the line.

Payment We will post a list of everyone's rough totals (before the expenses and the coop's percentage are taken out) on the bulletin board by the office some time on Monday following the sale. Approximately 10 – 15 business days after the sale your check will be mailed in the SASE you bring to set-up (minus expenses, approximately \$30-\$35, and a 10% contribution to the coop).

Work Shifts

Please be punctual so that we have adequate coverage throughout the sale. Participants that do not show up for their assigned work shift will be charged a \$35 fee. Please check in with Megan Parker prior to starting on your assigned task. At least one of the coordinators will be there at all times so feel free to ask for guidance in your job if you need it. Again, please do not shop during your work shift. We ask that you arrive ready to work. The participants need your help to make the sale successful.

JOB DESCRIPTIONS

Your work shift could include a combination of:

READER/BAGGER – Calls out the ID# and the price on the items to the Data Entry person and bags the items, then directs the shopper to the cashier for payment (Adele, by the front door).

DATA ENTRY – Inputs the ID# and item amounts that the Reader/Bagger gives to you into an excel spreadsheet on a laptop computer and produces a ticket with the amount to be paid to the cashier. Also inputs the speed checkers forms. (Please refrain from letting the customer read you the ID# and amounts).

SPEED CHECKER – When available, a speed checker will pull shoppers from the line if they have 5 items or less and record their items on a form. (Give this form to the Data Entry person to enter into the computer when time permits). Bag the items and produce a ticket for them to go straight to the cashier for payment.

HOSTESS – hand out shopping bags to folks in line as they enter on Saturday morning, as well as selling bake sale items and coffee.

BAKE SALE – Sell baked goods to shoppers.

HOLD ZONE – You will mark the item(s) with the shopper's name and the time the hold is *over*. Ask them to notify you if they decide not to purchase the item(s), so it could be returned to the floor immediately. After 30 minutes make sure unclaimed items are returned to the sales floor. Do not allow anyone into the kitchen area other than staff.

SHOPPER'S ASSISTANT – Return items to the floor after holds are expired, answer questions shoppers may have, help with large items, keep an eye out for theft, help keep the sale area tidy, being generally helpful. Keep the items organized and straightened. Try to rotate items on table from top to bottom and from the back of the table toward the front.

Thank you for your participation- we are so glad to have you!

Toy and Clothing Sale Categories 2017

<p><u>Girls</u> New born to 6 months 6 months to 12months 12 months to 24 months 2T, 3T, & 4T 5 to 8 9 and larger</p>	<p><u>Boys</u> New born to 6 months 6 months to 12months 12 months to 24 months 2T, 3T, & 4T 5 to 8 9 and larger</p>
<p><u>Sleepwear – Girls & Boys</u> Preemie to 24 months 2T and larger</p>	<p><u>Costumes and Dress-up Designer</u></p>
<p><u>Outer Wear</u> (<i>Coats, Ski pants & Suits, Heavy Sweaters</i>) Birth to 4T 5 and larger</p>	<p><u>Shoes</u> Shoes will be placed under racks/tables corresponding with clothing sizes/ages</p>
<p><u>Toys</u> Sports Equipment DVDs and CDs Puzzles Books Dolls, Barbies Puppets Infant Toys Toddler Toys General Selection</p>	<p><u>Furniture</u> Cribs (no drop-side) & changing tables Tables & Chairs sets Pack and Plays & Co Sleepers Strollers High Chairs and Booster Seats Backpacks Safety (gates, etc) Swings & Bouncers Car seats (no older than 5 years) Toddler beds</p>
<p><u>Infant Stuff</u> Crib bedding Diapers and wraps Slings & Carriers Diaper Bags Bibs Baby Equipment Small Equipment Nursing Equipment</p>	<p><u>Boxed Items</u> (<i>packed smaller items in clear plastic bags</i>) Booties & Baby Socks Bigger socks Hats Gloves & Mittens Underwear & training pants Swim suits Belts & suspenders Tights</p>