

CHILDREN'S CLOTHING SALE PARTICIPANT INFORMATION

Welcome to the 2010 Central Baptist Bearden Children's Clothing Sale. We are glad you are participating. The sale is held this year to raise donations for The Restoration House, a ministry to single mothers and their children; to benefit the public and our parents and to provide donated clothing to community organizations.

The fees for participating are \$10 per seller, non refundable.

Each seller will register through a link on the church web site, www.cbcbearden.org. If you are a returning seller you will use your seller number from the previous year's sale. If you are a new seller, follow the instructions for the system to assign you a seller number. Instructions for using the software are available on MSM website. www.mysalemanager.net

All sellers must register by March 1, 2010.

Percentages taken from each participant's total sales:

25%- participant sells and completes a work shift

50%- participant sells and chooses not to work a shift

70%- participant sells and volunteers but does not complete shift

All participants are encouraged to volunteer for and complete a shift.

In the event that total sales do not cover costs, we reserve the right to increase the percentage donated by each participant to cover the cost of the sale.

Clothing donations will not be accepted before the sale. Unsold items can be donated to The Restoration House or a community organization for families who need them.

There is no restriction on the number of items a participant may sell. The Sale Committee reserves the right to reserve items in excess of 500 pieces until display space is available. See the Leader on duty upon arrival for additional information.

Sale items should meet these criteria:

1. Clothing size newborn through children's 16
2. Clean and in good condition. All items will be screened at drop off. Any items not acceptable for sale will not be sold and given back to the seller.
3. Usable baby equipment-beds, strollers, gates, etc.
4. Usable bottles, linens, bibs, socks, etc
5. Shoes-10 best pairs-per gender and size
6. Maternity clothing-limit 15 items, we cannot sell maternity undergarments, they will be returned to the participant. The sale does not include adult clothing, toys, crafts or child restraint seats.

Labeling and Tagging Clothing

1. Label all items with tags printed from My Sale Manager.net NOTE: regular printer paper will wrinkle and bar codes will not scan. Use white index weight paper.
2. We will offer 50% off on the second day of the sale. Indicate on the tag if you will discount 50% on that day. We suggest that you let your clothing items be included in the ½ price sale.
3. Secure the tag by attaching it with safety pins to the left pocket area (over the heart) or the left waist of a garment, tags placed with a tag gun are unreliable, no tag guns please. Items that lose a tag may not be sold.
4. Attach tags on baby equipment with packaging tape leaving bar code exposed for scanning.
5. Place the item on a hanger with the hook facing left (like a question mark), floor space allows very few tables.
6. Securely attach all accessories, **noting attachments on the tag.** Use a Ziploc-type bag for loose items such as bottles, bibs, underwear, socks, tights and shoes. Securely tape the top of tag to the inside of the bag, leaving bar code exposed for scanning. Oversize shoes may be secured together. Shoes may be placed in their original boxes.
7. Check tags for complete information, including every line on the tag, bar codes must be clearly printed to scan.
8. Sort all items by gender and size ****CLOTHES WILL NOT BE ACCEPTED IF NOT SORTED**.**
9. Price all items in 50 cent increments.
10. Use numerical sizing (not SML).
11. If a seller needs access to a computer for printing tags please call 450-1000x130 for an appointment. We will make computers available but are unable to provide technical assistance.

Labeling and Tagging Errors

Please attach a new tag to the item, do not revise or remark your sale items. Staples and straight pins are prohibited for safety. Tags may fall off the item if not secured by pins or tape. Check the tags.

Unlabeled, unsorted and unsized items will be held out of the sale.

Sample tag



2010 Schedule

Saturday March 6th

Clothing and equipment will be received outside of the gym between 1:00pm and 4:00 pm.

Clothing must be on HANGERS and sorted by gender and size.

- Sign in with volunteer at the activities desk when delivering your items.
- Leave at least one LARGE box marked clearly with your seller number for return of unsold items. If a box is not provided, items left at the end of the sale may be donated.
- Check to be sure all items are sorted by gender and size with tags securely attached

Sunday March 7th Clothing and equipment will be received outside of the gym between 1:00pm and 3:00pm

Monday March 8th 6:00pm to 8:30pm

Volunteer sale. Please be sure to read Volunteer Guidelines

Tuesday March 9th 10:00am to 7:00pm

Clothing sale open to the public

Wednesday March 10th 9:00am to 5:00pm

Second day of community sale. Half price option available. Unsold items available for pick up at 8:00pm. Sellers will place donated items at the rear wall of the gym for pick up.

Thursday March 11th 9:30am to 10:30am

Remaining unsold items picked up. Sellers will place donated items at the rear wall of the gym for pick up. Items remaining at 10:30am will be donated

Checks

Checks will be mailed as soon as possible after the sale concludes. Funds are available for six weeks after receipt, cash checks promptly. Your account print out will serve as a donation receipt for tax records.

Volunteer Information

Thank you for volunteering with the 2010 Central Baptist Bearden Children's Clothing Sale. In appreciation, volunteers are allowed to shop early at the Volunteer Sale. This sale will be on Monday March 8th from 6:00pm to 8:30pm.

Individuals Working the Monday Night Shift for the Volunteer Sale

On arrival, report to the volunteer sign-in area and check in with the co-chair on duty, signing in for the shift. A nametag and apron will be provided and worn for the entire shift.

Remember these guidelines while volunteering:

- Patience and a positive outlook convey the goodness of Christ to fellow volunteers, shoppers and staff members
- Attention to the sale requires the absence of children for their safety
- Volunteering requires your attention; please shop when your shift is completed. Monday evening volunteers will have 30 minutes at the end of the volunteer sale to make purchases
- Purses and other valuables should be secured out of sight in a safe place. There is no safe storage area inside the building.
- Should a shopper be suspected of shoplifting or other inappropriate behavior, ask a co-chair or leader for assistance. For safety, do not intervene.

Instructions for Volunteers who will be shopping Monday Night

1. Line up at the Preschool Welcome Desk on the first floor. No admittance is provided from the gym hallway.
2. When you arrive, check in with the co-chair at the front of the line anytime after 5:30pm. You must check in and receive a nametag before you can shop. Check in will be moved to the gym if you arrive after 6:30pm.
3. Volunteers only are admitted to the volunteer sale. **NOTE: NO CHILDREN ARE ALLOWED IN GYM WHILE SHOPPING**
4. A laundry basket, stroller or other container may be used to facilitate shopping.
5. Sort items on the racks, not on the floor or in large amounts.
6. Personal checks are accepted with driver's license or other identification.