

# GIFTS 'N THINGS

## SCHOOL FUNDRAISING & HOLIDAY SHOPS



# HOW TO MANUAL

It's Fun, Helpful and Easy as ABC.



**For complete 24/7 access to your Lil' Shopper Shoppe!**  
**Features:** inventory worksheet, reorders, tracking, invoicing and support materials  
**Visit:** [holidayshop.org/chairperson](http://holidayshop.org/chairperson)

*Enter your school login and password. The school login & password are located on the cover letter you received in your "Chairperson Materials Kit" and also on your master Inventory / Worksheet that is included with your initial shipment in box #1.*

# HOW THE LIL' SHOPPER'S SHOPPE WORKS

The Lil' Shopper's Shoppe (LSS) provides your school a complete holiday shop program with a wide range of quality merchandise at affordable prices. It offers a large assortment of items that make great gifts for Mom, Dad, Grandma, Grandpa, Aunt, Uncle, Sister, Brother, Teacher, Pet, Baby, Toddler and Friends. There are over 115 items ranging from \$0.25 to \$10.00, with 85% of our gift items being \$5.00 or less. We provide you with everything you need, FREE of charge, to make your sale easy and successful: parent letters, budget envelopes, tablecloths, gift bags, posters, pre-priced tent cards, pre-coded merchandise, check-out code sheet, UPS next day air delivery on all reorders, merchandise on consignment, UPS RS labels to return merchandise, and a 24/7 chairperson website for assistance.

The amount of merchandise your school will receive is based upon enrollment, number of days selling and previous history with the Lil' Shopper's Shoppe. If you are a new group, we will base the amount of merchandise on enrollment, number of days selling and any previous sales history you can provide. Past invoices are the best help in making sure we ship you enough merchandise. If you run out of an item, please see our Re-Order Program.

The parent organization should set up the sale in a convenient and comfortable area of the school - such as the Library, Auditorium or a Classroom.

The sale can be held for three, four or five days depending on the size of your school. We recommend selling Tuesday through Thursday, allowing Monday for set up and Friday for breakdown. Some schools hold parent/sibling nights so siblings can enjoy this shopping experience as well.



## GIFT CERTIFICATE PROGRAM



Gifts Certificates for your child to shop in the Lil' Shopper's Shoppe are available at: [holidayshop.org/giftcert](http://holidayshop.org/giftcert).

Gift Certificates are a great option for families that prefer to use a credit card instead of sending their child to school with cash. In addition, you can email family members to sponsor your child. A sponsor/family member can purchase the gift certificate online and have it emailed back to you for your child to use at the holiday shop. Gifts Certificates are treated the same as cash to the school. A child will be given change if needed. All gift certificates are credited to your school invoice.

## SELECTING SALE DATES

We recommend you choose to sell during the first three weeks of December. The most popular weeks to run a shop are the week before Thanksgiving and the first 3 weeks of December.

REMEMBER: When selecting your dates, check with the principal to make sure that there is space available in the school to hold your shop. We suggest a secure room so that you can leave your display intact throughout the entire week.



# ORGANIZING LIL' SHOPPER'S SHOPPE HELPERS

The number of volunteers will vary according to student enrollment and the number of days your shop will be open.

## Important points to remember:

- Have one person who is familiar with your sale on hand at all times.
- A trusted member of the organization should serve as your cashier. This person should be at the sale during all selling periods.
- Have several volunteers available to assist students with their shopping.
- One or two volunteers should be in charge of controlling inventory, ordering additional merchandise and completing your "Closing Sale Worksheet".
- Note: GRANDPARENTS make great volunteers!

## FREE PROMOTIONAL MATERIALS

The following are the promotional items available:

- Coming soon posters - Display in school lobby, office, or other high traffic areas.
- Parent letter - Full color letter to be sent home with budget envelope - we suggest you print date and sale times on the back of the letter.
- Budget Envelopes - Parents place money in envelope for safety and can write on the envelope who the student is to shop for as a guide.
- "To and From" Shopping Bags - Small, Medium, and Large.
- Tablecloths - Pack of four to help decorate your room.

## CHAIRPERSON MATERIALS – CHECK BOX #1

In Box #1 you will find the "Chairperson Packet", bags, tablecloths, tent cards, return shipping information and other supplies. In each box you will find a packing list – this sheet tells you exactly what is in each box. There will be images on the packing list to make set up easy.

Please Call or Email Gifts 'N Things to report any shortages or overages.

**Call:** 800-468-7511 **Email:** customerservice@gntinc.com

**IMPORTANT: Please keep original boxes, paperwork and UPS Return Labels. You will need these items when returning the merchandise.**

## SETTING UP YOUR LIL' SHOPPERS SHOPPE

Remember you are running a small business. You want to provide your customers with an adequate display of your sale items, a clear understanding of the price of each item, and plenty of sales area to "shop". The following suggestions may help you.


- Clear the center of the room of all desks, chairs, etc. and place your display tables in a three sided square. One section for each category (Mom, Dad, Children)



- Easy Pricing – We will provide you with tent cards. All tent cards indicate Item #, Description, Image & Selling price you selected on your agreement. – 0%, 10% or 20% Profit or blank. Place tent card in front of each item or tape to table.
- We recommend setting your merchandise up by category (Mom, Dad, Children) and then from lowest to highest selling price. This will correspond to the budget envelope and make shopping easy!
- Place enough of each item on the table and put the boxes containing the balance of your inventory behind/under each table where the item is displayed.
- Have your cashier located near the entrance/exit to help maintain control over the sale and confine your money to one location. (Need plenty of change)
- Use colorful decorations & music to provide a holiday atmosphere.

## PRODUCT CODING

Over 90% of our merchandise will arrive with a number printed on it. The number or code will correspond to a retail price point. You will now only have to refer to the number on each item to find out the price. We will provide you with a code sheet based on what you selected on your agreement – 0%, 10%, 20% or blank. **This will make it fast and simple for anyone to work at the checkout counter!**



CODE #	0% Profit	10% Profit	20% Profit	Custom Profit
1	\$ .25	\$ .25	\$ .25	
2	\$ .50	\$ .50	\$ .50	
3	\$ .75	\$ .75	\$ .75	
4	\$ 1.00	\$ 1.00	\$ 1.25	
5	\$ 1.50	\$ 1.50	\$ 1.75	
6	\$ 2.00	\$ 2.25	\$ 2.50	
7	\$ 2.50	\$ 2.75	\$ 3.00	
8	\$ 3.00	\$ 3.25	\$ 3.75	
9	\$ 3.50	\$ 3.75	\$ 4.25	
10	\$ 4.00	\$ 4.50	\$ 5.00	
11	\$ 4.50	\$ 5.00	\$ 5.50	
12	\$ 5.00	\$ 5.50	\$ 6.00	
13	\$ 5.50	\$ 6.00	\$ 6.75	
14	\$ 6.00	\$ 6.75	\$ 7.50	
15	\$ 7.00	\$ 7.75	\$ 8.50	
16	\$ 8.00	\$ 9.00	\$10.00	
17	\$ 9.00	\$10.00	\$11.00	
18	\$10.00	\$11.00	\$12.00	

We will send you a price list, code sheet and pre-priced tent cards based upon what you indicated on your agreement – 0% Profit, 10% Profit, 20% Profit or Blank for Custom Pricing.



# CLASSROOM VIEWING AND PURCHASING

On opening day, each classroom should walk through the sale individually. Most schools allocate approx. 30 min per classroom, adjust based on your individual needs. The last day can be for children who were absent or who need to purchase additional gifts. The children will shop using the budget envelope as a guide. Please remember that younger children will need a little more assistance and time.



## CASH REGISTER APP

Compatible for Apple or Android devices



We have designed a "Cash Register App" which allows you to simply push the button on the app that corresponds to the "Price Code" found on each item. The App automatically adds up each item – making check out Fast & Easy! Best of all, the App will work with whatever prices you select: 0% Profit, 10% Profit, 20% Profit or you can set your own prices if you selected the Blank (custom) Profit.

### How to install:

Go to the App Store for your Apple or Android device, including tablets and iPad's. "Search" for: holiday shop cash register. Download/Install the App - **FREE!**

### Log-In:

Enter your Password. The password is located on the cover letter you received in your "Chairperson Materials Kit" and also on the master Inventory / Worksheet that is included with your initial shipment or just call us toll free 800-468-7511. Please note an internet connection is needed to unlock the APP. Once the APP is unlocked, it will function with or without the internet.

### Settings:

Your profit % is automatically set based on your contract. If you are set to "Custom Pricing", press each "Number/Code" to set your prices, then click the "Save" button at the bottom.

### Checking Out Students:

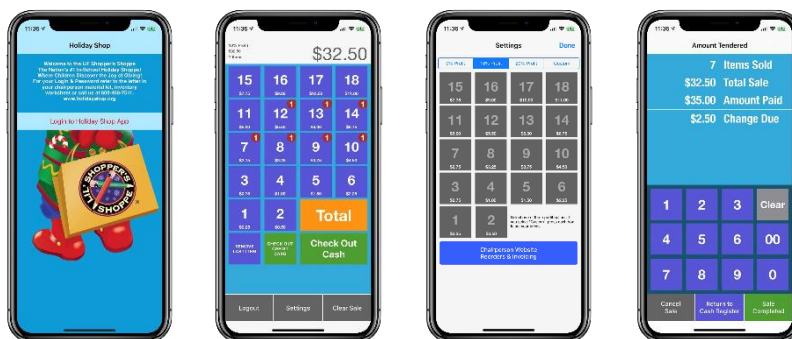
Simply take the gifts that a child wants to purchase and press the "Number/Code" on the app that corresponds with the number/code on the bottom of the items. Press the "Total =" to total the sale. Press "Cash" to calculate the change owed. Press "Sale Completed" to finish the sale and go to the next shopper - EASY!

### Credit Card Processing now available on our Smartphone APP!

Great for night & weekend sales.

All purchases automatically credit to the invoice.

To process credit cards, an internet connection is needed.



# RE-ORDER PROGRAM

If you find your store is running low on items, Don't Panic ☺

In an effort to continue to service reorders via (UPS Next Day Air) free of charge to your school, we ask that you do your best to place a well thought out reorder. For example: If 50% of your classes have already shopped – Start 12 pieces, 4 pieces still left = sold 8 = need 4 more pieces.

If your school places an excessive reorder of all items and maximum quantities it will be reviewed. We reserve the right to modify reorders when necessary. We appreciate your help in placing a well thought out reorder.

- **Only one re-order is permitted per day (you cannot call back and add).**
- Maximum re-order per item cannot exceed initial shipment.
- Re-orders must be received **before 2:00pm EST**
- If calling in a re-order use item number. (Example: M10-2)
- All re-orders will ship UPS Next Day Air.
- Remember you are running a small business. Therefore, sell merchandise you have left while waiting for your re-orders. It is ok if you run out of a few items.



Some schools do not have the time or help to worry about re-orders. Therefore, they run the shop like a regular store. They sell what is in stock until it runs out, as there are plenty of other items the children can select from.

## **There are 3 ways to place a re-order:**

1. **BEST – ONLINE:** Go to [holidayshop.org/chairperson](http://holidayshop.org/chairperson)  
Enter your school login & password. Click on "Reorders" and place your re-order.
2. **BETTER – FAX:** We provided a fax re-order form that is included with your materials in box #1 of your shop. The fax form is a single sheet of paper that lists all the items in your shop. Simply walk around your tables write down the quantity of the items that you need and fax to 866-944-1500. Note: please order item quantity desired not display boxes
3. **GOOD – Call:** Call in the re-order, please be prepared with item numbers and quantities before calling.  
**Phone: 800-468-7511 Fax: 866-944-1500**



## EXCLUSIVE I.O.U. PROGRAM

The simplest way to handle an item that sells out is to use our I.O.U. system.  
Here is how it works:

- Simply do not sell your last item.
- Use our I.O.U. slips provided to give to the child as a receipt and collect the money at that time.
- Make a list of the items and children who placed an I.O.U.
- Call at the end of your shop with the items and quantities needed to fill your I.O.U.'s. Please indicate when calling that the items are I.O.U.'s and not a reorder.

**ALL I.O.U.'S ARE GUARANTEED BEFORE THE SCHOOL CLOSSES FOR THE HOLIDAYS!**



# CLOSING YOUR LIL' SHOPPER'S SHOPPE

- **STEP #1**

Use the **"Closing Sale Worksheet"** which was included with your shops **"Chairperson Packet"**. You can also download and print another copy from our chairperson website in the "Support Materials" section.

- **STEP #2**

Pack up your returns into as few boxes as possible. Please leave 1 box open so you can include final paperwork (See Step #4).

- **STEP #3**

Place a UPS Return Label on each box being returned. Please indicate # of boxes being returned on your "Closing Sale Worksheet".

- **STEP #4**

**Make a copy of your "Closing Sale Worksheet"** and place it in your open box. **Mark the box "Closing Sale Worksheet Enclosed"**. Leave the boxes in your UPS pick up area and let the secretary/custodian know that they must tell the UPS Driver that the boxes are ready for pick up.

- **STEP #5**

Go to [holidayshop.org/chairperson](http://holidayshop.org/chairperson). Click on the "INVOICING" box and enter the information from your "Closing Sale Worksheet". An invoice will be automatically calculated for you. **Please print and mail with a check to Gifts 'N Things no later than 3 days from the end of your sale.**

- **STEP #6**

**"EARLY RESIGN BONUS" – This will print as the final page of your invoice.** Sign and send back with your payment to take advantage of our offer. Don't worry if you do not know next year's details and dates. They can be called in at a later time. **We appreciate your business!**

## MERCHANDISE RETURNS

### UPS RETURN LABELS:

These were included in Box #1 with your Chairperson Materials. If lost, please go to [holidayshop.org/chairperson](http://holidayshop.org/chairperson) and click on the UPS Return Label button.



Merchandise must be returned within a week of the end of your sale. Gifts 'N Things will take back all unsold, damaged and unmarked merchandise.

- Group agrees to pay 10% restocking fee on all merchandise returns made after January 15th
- Group agrees to pay for any merchandise not returned by February 15th together with a 1.5% monthly finance charge on all money due.

### GIFTS 'N THINGS, INC.

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