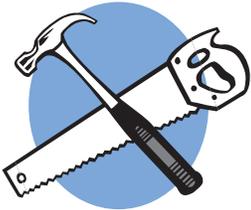


Garage Sale*

to benefit the Portland Chapter of DiscoveryBound



Saturday, July 10th, 2010
9:00 – 5:00
10th Church parking lot
5736 SE 17th Ave, Portland
(Westmoreland neighborhood)



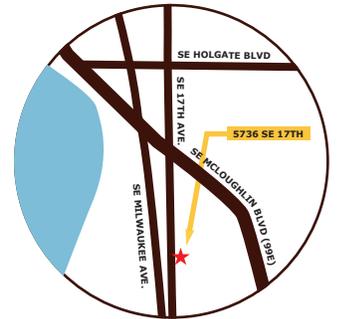
We Need Clean Usable Items

Sorry but we can not accept clothes, computers, tires, mattresses, electric typewriters, adult bikes, torn or stained items, large appliances or sleeper sofas.



Drop Off Donations At Sale Site

July 5 – July 9: 4-7pm
or by appointment:
Jennelle Winter 971-533-6438



Proceeds benefit the Portland chapter of DiscoveryBound which supports local activities for Christian Science youth.

Limited Pick Up Available

Call Jennelle Winter
to schedule: 971-533-6438



How to do a Garage Sale Fundraiser

SO YOU WANT TO HAVE A FUNDRAISER SALE.....

Having a Garage, Rummage, Yard or Red Tag sale is one way to fundraise for your DiscoveryBound Chapter. It easily involves teens, provides an opportunity for parents to help and reaches out to the entire Christian Science community in your area for support. This builds awareness and gives church members/attendees a way to support the youth in the church community. After the notices have gone out it is possible to do this fundraiser in one week. On sale day you should be able to have everything cleaned up and disposed of by 5:00pm. To encourage a high level of teen participation, schedule sale prior to a Regional, National D/B or an expensive local event. Tie working sale to financial help/scholarships.

Find a location and date

Consider the weather in your area, choose accordingly.

Choose a location that will be able to store donations for at least 1 week prior to the sale date.

A one day sale helps you move the merchandize, avoids either burning out volunteers or leaving too much for one person. A Fri. final set up with a Sat. sale positions you for the biggest audience.

Flyer notices

Send notices to all Christian Science churches, Sunday Schools, DiscoveryBound supporters and current DiscoveryBound families letting them know the date, location and that you are looking for donations. Tell them where and **when** to drop off donations. Provide directions/map and contact number. Provide a limited pick up service.

Send flyers to DiscoveryBound families and other perceived help asking for help with donations and donation pick ups, pre sale sorting and pricing, sale set up, help working the sale, cleaning up the sale and disposing of unsold items. Also ask for loans of tables, sign boards (church lecture or realtor sandwich boards work well for street signs for day of sale) and canopies. Look for cash donations for feeding hungry workers as well in lieu of donating merchandize. You will also need lots of brown bags.

Donations

Keep track of all who donate items. (Many can be added to your supporters list)

Write thank yous for all donations. (This is great PR)

Use Teens to write thank yous.

Include D/B donation slips with federal non-profit ID # 43-0798771

Heads up: Do not accept clothing (some vintage ok – be really discriminating!), desks, tires, mattresses, large appliances, sleeper sofas (very heavy to move!), torn or stained items.

Advertise

Place ad in your local paper, include directions. Highlight specific items that will be a draw (chest of drawers, for example) and items that require a special interest (golf clubs, baby clothes) or are of value. Accept only cash. (Consider an auction house for valuable and expensive breakable items. Take the responsibility to get appropriate value for donations, sometimes that means finding a different venue i.e. an auction house.)

Coordinate

People to pick up donations, supply brown bags, canopies, hangers, folding tables, snacks, sign boards, clothes racks and cash boxes. (This can be done via the phone or at a brief meeting.)

Supplies

You will need 2 rolls of wide and 2 rolls of regular width masking tape (for pricing tags), Sharpie marker pens, lg. and sm. Zip lock bags (these are wonderful for creating “sets” and for jewelry), poster board, balloons, staple gun, thank you cards (print D/B logo on half page colored paper, cut in half, buy matching envelopes), plates and napkins.

Schedule

You will need to schedule enough people for each set up and sale shift. Make sure you have enough adults (the REAL workers!) for all shifts. It is especially important that adults be the cashiers! (This helps discourage “shoppers” from falling prey to aggressive suggestions of deceitful practices.) Make sure you have enough teens to help load items and to have companionship with each other. Schedule sort, price and set up, and day of sale set up and clean up. (Large vehicles for carting away all leftovers AND a prearranged donation/disposal site.)

Money

Have seed money of cash and coin. Recommended \$190.00 in bills and \$10.00 in quarters. (Rule of thumb; do not price anything under \$.25 or in multiples that end in anything less than \$.25. – make zip lock sets if need be). Accept only cash.

Food

Fri. Pizza dinner and sale day snacks and beverages.

Sale day snack suggestions: 2 doz. donuts and 1 gal. OJ for am. 18 bagels, 3 pkgs. lunch meats, 1 lg. & 1 small cream cheese, 1 bag pretzels, 1 bag corn chips, 1 pt. Salsa, 1 pt. Bean dip, 3 cases soda (for Fri. pizza and sale day).

Calling

Someone to make calls for additional help and for follow up/reminder calls on shifts, loans and food.

Pricing

Price to sell!! You would rather sell it than cart it away. When pricing ask yourself, “what would I purchase this used item for?”! Most teens are not good at this. If teens really want to be part of this process make teams of adults and teens to price together.

If someone donates an item you are not familiar with, ask them what they paid for it. Good rule of thumb is a “used” something is worth about 1/3 its value. At a 1 day garage sale be happy to move it for ¼ of its original value.

For those “unique” items that require a special interest buyer, you should sell it to the first interested person, they may be your only interested buyer! Make a deal and send it out the door with them!

Do not let dealers and collectors take advantage of you. If you have any items of interest they will be at your sale during the first 2 hours. Have a general idea of what you have so as to get the best price for in-demand items.

TIME LINE

3 MONTHS PRIOR

Set date, location, and time

4 WEEKS PRIOR

Send out announcements and requests for donations.

Facebook

DB Church Contacts

Gmail eblast

Have longer-term donation storage site in place.

1 WEEK PRIOR

Accept donations

Place ad to run the day before and day of sale

Make reminder calls and/or calls for help or more donations.

Have tables delivered to site.

Make sure you have lined up large vehicles (preferably pickup trucks) for disposal of leftover items.

Sort and price items

Make computer price lists of items you have a lot of i.e. books, clothes, cassettes, stuffed animals, etc.. (To be placed with cashiers and to post at sale).

Get seed money from bank.

Shop for all supplies and snacks.

Have teens continue to write thankyou's.

DAY BEFORE

Make street posters (to be placed strategically at nearest intersections etc. either on sign boards or on utility poles).

Have marathon final set up and pricing with Workers pizza dinner.

Have Teens write thankyou's.

Designate a "rest area-hang out area". Suggestion: designate this area outside! Keep teens together either hanging out or working sale.

Make sure you have a covered area (canopy) for cashiers and hang-out area.

SALE DAY

Begin final set up 2 hours prior to sale.

Have donuts and OJ on hand.

Put up "no early entry" signs

If you are of interest to dealers/collectors, they will try to gain early entrance. To maintain an atmosphere of good will among all shoppers it is in your interest to wait until scheduled time to open the sale!

If you are in a private residence LOCK all doors and designate only one door to be used for access. Make sure that you have a designated guard at this door at all times during

the sale. It is best to not offer a restroom to the public. You may also want to put up “no smoking” signs.

Set up cashier’s tables. Make very accessible. Do not put cash boxes out until sale time. (Have a designated adult be “banker” and discreetly remove cash to a secure place through out the sale.)

Put up street posters.

30 minutes before opening have metaphysical/inspirational sharing.

During the first hour of the sale have designated workers watch that all purchases are paid for and don’t just “walk away”.

Display all valuables near cashier table or have designated worker to showcase.

Do not mark down your original prices until at least 3 hours into the sale. At 4 hours into sale, during a lull, start marking down your prices. 6 hours into your sale make crazy and fabulous deals! If someone has an interest in ANY item, sell it to them!! If you don’t sell it you have to dispose of it!!! Sometimes having it carted away is enough!

Have fun! Rotate jobs. Engage teens.