



**HERITAGE  
SCHOOL**

**SALE GUIDELINES FOR THE  
ALL CHILDREN'S SALE  
January, 2018**

**Sellers** - We welcome all previous sellers, Heritage School families and families who attend Church of the Saviour to sell items. Friends of sellers are limited because of the space available. We continue to have a waiting list for seller positions.

**Requirements & Limits:** You need to re-register for each sale. See “Returning Seller Registration” at [www.heritagekids.org](http://www.heritagekids.org) under **Parent Connection, All Children’s Sale, Seller Information**, for website link. A seller is required to generate a minimum of \$25.00 in total sales per sale. You will continue to remain a seller with regular participation. Missing a sale without notification puts you at risk of forfeiting your seller number. Your number is automatically forfeited with two consecutively missed sales.

A seller is also **required to volunteer for at least 2 hours** to help with Friday set up, Friday and Saturday sales or Saturday clean up. See the website for available time slots. There are several shifts that require longer volunteer times. To sign up go to the website [www.heritagekids.org](http://www.heritagekids.org) using the link under Parent Connection, All Children’s Sale, Seller Information. Jobs for Friday night and Saturday morning will be pre-assigned and the list forwarded to the sellers before the sale. **No young children (under 10) allowed during your volunteer time.**

**Items accepted** - Baby/nursery goods and equipment, parenting and instructional books, maternity clothing, toys, bicycles, books, DVDs, software, games, puzzles, footwear, outerwear, costumes, and children’s clothing (**must be clean, folded, and in good wearable condition**) in sizes newborn through 18. Limited hanging space is available for dressy clothes and outerwear. **Please do not include any items with rips, holes or stains – they will be pulled!** The March/April sale offers spring & summer clothing and the October sale has fall & winter clothing. **All toys/software/games/puzzles must be complete and in working order. We do not sell VHS and cassette tapes, stuffed animals, drop-side cribs or mattresses.**

**Tags & tagging items** - **All items must have a tag to be properly credited to your total.**

Your Seller ID is predetermined and will remain yours as long as you continue to participate as a seller. Use only 65 lb. or higher lighter colored cardstock, **no regular paper tags**. The tags must be put on the outside front of clothing items with either safety pins or a quilter’s basting tack. Please secure 2 or 3 piece outfits together with safety pins. Attach pairs of shoes with zip ties, Ziploc bags, safety pins, etc. Standard tags on other items must be put on with **masking tape, blue painter’s tape, Scotch Magic tape (no regular scotch tape, it is hard to remove)**. These standards will minimize the number of items that lose tags. We do not sell items without tags. Use the first description line to enter the manufacturer’s name or other specific information (i.e. book titles). This will allow us to look an item up should a tag be missing.

**Pricing** - Pricing is to be in increments of \$.50. The price is ultimately up to you! The general range for resale is between 10-20% of original cost. There are exceptions to every rule. Some items with top brand names or designer labels hold their value better and can be priced at 25% or more of their original cost.

**NOTE:** In a sale of this nature, only [quality items in good condition priced properly](#) will sell. Compliance will be carefully monitored by volunteers and items deemed unsellable will be pulled during the sale. The seller will be notified. If a pattern of abuses occur, the seller will be at risk of forfeiting their seller number.

**Set up/pick up times** - The official set up time is Friday from 4:00 - 5:30 PM. **You must sign in at the computer, drop off your self-addressed stamped envelope, and pick up your name tags before placing your items in the rooms.** If someone else brings in your items, they are required, as you would be, to place them on the appropriate tables. Only people with name tags will be permitted in the facility during set-up. Set up is a very busy time with doors remaining open and 100 or more people running in and out. **Therefore, it is of the utmost importance that arrangements be made for young children (specifically 10 and under) to be elsewhere.** **PLEASE NOTE:** Compliance is a necessity, or you will no longer be welcome to sell at future sales. The sale is officially open to the public on Friday at 6 PM – 8 PM and Saturday at 9 - Noon. If you chose to pick up your unsold items, you are expected to gather them from the tables at noon. **Any items not picked up by 12:20 PM will be donated.** Donations go to Logan Hope, Goodwill, and Young Lives.

**Disposition of monies** – Please bring a self-addressed, stamped (unless you are going to pick up your check) envelope with you to check in. Within 2 weeks of the sale you will be sent a letter indicating your total sales (100%), the portion that goes to Heritage School (30%) and your remittance in the form of a check. If the church needs to issue you a replacement check, a \$15 to \$35 fee will be deducted from your remittance.

**Volunteer Bonus at Clean Up** - After all sellers have completed their pick-up at 12:20 and removed their items from the gym, volunteers have the option to then (after 12:30 only) select and purchase any leftover “donated” items at 50% of the ticket price with that amount being donated directly to Heritage School. Items cannot to be held prior to this 50% sale. Specific instructions will be given closer to the sale.

**Seller Fast Check Out** – On Friday night, sellers have the option of checking out their items in a private room just off the gym. Instructions are posted in the room. Purchasing items in the ***Fast Seller Check Out*** will begin at 5:30 P.M.

**Disclaimer** - Every possible attempt is made to give the seller credit for their sold items. However, as in sales of this nature, some items are lost, tags are not removed or sadly some items are perhaps taken without payment. It is more likely that an item gets moved to a different table/location as shoppers browse the tables and sometimes change their minds. Therefore, even if items appear "missing" at the end of the sale, they may well be hidden in another location. We cannot cover the cost of "missing" items because Heritage School did not receive the funds. We are grateful that so many worthy organizations are present at the sale's conclusion to make sure that even the "hidden" items find good homes.

**Suggestions** - You are welcome to make any suggestions. This is your sale! We want to continue to provide a quality sale twice a year for the school, church and the surrounding community. Email your suggestions to [kevinm@cosnet.org](mailto:kevinm@cosnet.org). Thank you for your cooperation and participation in the sale!