

MY HOLIDAY FAIR

Helpful Hints Manual “Just Pop the Top and Shop”

A Complete “No Door-To-Door”
No Risk, Educational Holiday Program



My Holiday Fair In School Store
P.O. Box 700 • Anderson • IN • 46016
877-842-0624 • fax 800-640-1868
www.myholidayfair.com

My Holiday Fair Helpful Hints

How It Works

My HOLIDAY FAIR provides your school or organization with an all-inclusive Christmas Store program offering a wide range of quality merchandise at affordable prices. My Holiday Fair will give children the exciting experience of making their own decisions while shopping for gifts in a familiar, non commercial atmosphere provided by your volunteers. Students learn about budgeting and using money. They also experience the joy of giving when they see they have chosen just the right gifts.

It is a fund raising project that does not require out - of - school selling. Students, teachers, and parents enjoy shopping at My Holiday Fair! All money is collected immediately. Your school selects the amount of profit desired or can run the sale as a service project for your children. There is no risk because all items are on consignment and we pay all freight costs. Your Organization only pays for the gifts that are sold. We provide all the promotional items needed to hold a successful Holiday Fair.

My Holiday Fair contains a large assortment of items which make great gifts for Mom, Dad, brothers, sisters, grandparents, aunts, uncles and friends. There are many items with 2 to 144 of each one, determined by your school enrollment and cost of items. Your cost of the items range from FREE to \$16.00. The My Holiday Fair items will arrive packed in exclusive Tray/Bin Display Boxes. This makes setup quick and easy!

Planning Suggestions

- 1) Select your dates. For the Christmas Holiday Season, any time from the week before Thanksgiving to a week or two before Christmas is a good time.
- 2) Coordinate your dates with your school principal and our company representative to avoid any conflicts.
- 3) Plan to allow several weeks before My Holiday Fair to organize your volunteers, to publicize My Holiday Fair, print flyers and announcements and to print the information on the back of the Parent Letters.
- 4) Choose an area in which to set up My Holiday Fair where gift merchandise may be secured and where there is enough room for children to shop. An empty classroom, the library, cafeteria, stage, or the auditorium would be some suggestions. My Holiday Fair gift merchandise comes packed in the exclusive Tray/Bin boxes. My Holiday Fair is easy to set up and take down. If there is not an available room, My Holiday Fair can be held in a hallway or other temporary location. The ease of the Tray/Bin boxes allows you to set up and take down your Shop daily.
- 5) You will need at least four 8' tables.
- 6) Make copies of relevant Helpful Hints instructions for your volunteers so everyone knows their job.

My Holiday Fair Helpful Hints

Scheduling

- 1) Schedule three to five days for shopping, depending on the size of school enrollment. Decide how many classes will shop each day, allowing about 30 minutes per class. Make sure you have allowed enough days for your shop.
- 2) Decide whether you want to have a preview or walk-through so students can plan their gift lists.
- 3) Decide whether to allow parents and/or school staff to shop. Some schools hold parent nights or "Breakfast with Santa".
- 4) Post or circulate a schedule so teachers can select times for their classes to shop. Make sure this is several weeks ahead of time.
- 5) In scheduling classes, try to mix older and younger grades every day to better judge which items to reorder.
- 6) Schedule dates, starting several weeks before My Holiday Fair, to put up posters, distribute flyers and Savings Banks to students and send home letters to parents.
- 7) Schedule Savings Banks to be brought home 2-4 weeks before My Holiday Fair. This will advertise My Holiday Fair and help the students earn and save money to be spent at the school shopping event. Schedule Budget Envelopes are to be sent home with students two or three days before My Holiday Fair. We provide Budget Envelopes to help children plan their gift lists and their budgets together with their parents. My Holiday Fair provides letters to parents to be sent home with the Savings Banks and the Budget Envelopes.

Organizing My Holiday Fair Helpers

- 1) Start early recruiting volunteers for My Holiday Fair.
- 2) Delegate! Don't try to do it all yourself.
- 3) Give each volunteer a note with their job, as well as date, time and place. Confirm by telephone a day or two before their scheduled assignment.
- 4) In the weeks before you hold My Holiday Fair you will need someone to be in charge of: A) distributing the parent letters provided by My Holiday Fair, the Savings Banks, envelopes, etc., B) coordinating plans with the school staff, C) recruiting and organizing volunteers, and D) running the actual Holiday Fair.
- 5) You will need one or two people to check in gifts from our shipment (complete a beginning inventory) before your Fair and count any gifts left after the Fair to be returned (complete an ending inventory). Your inventory control people should be in charge of ordering additional merchandise as needed and completing the Inventory Control Worksheets.
- 6) It will take one to two people to set up your gift display Tray/Bin Display Boxes.
- 7) We suggest recruiting at least five people to run the actual Holiday Fair: one or two **trusted** individuals as cashiers, three or four to fill orders at the tables, and one or two to help children make their decisions.
- 8) Encourage volunteers to read these Helpful Hints. More people knowing the "big picture", the better.

My Holiday Fair Helpful Hints

- 9) Where to recruit volunteers: Use the flyers, letters and announcements to ask for parent and grandparent volunteers. Grandparents love to be part of their grandchild's day! Ask at your school's parent teacher group meetings. Ask home room mothers. Contact your Senior Citizens' center, church groups, Girl Guides, local high school marketing and business students, and the local community college child development classes.

Promoting My Holiday Fair

Following are the promotional items furnished at no charge:

- ◆ MY HOLIDAY FAIR coin bank parent letters to go home with a bank, 2-4 weeks before your sale starts. One for each student.
 - ◆ MY HOLIDAY FAIR coin banks to help your students save money for Christmas shopping
 - ◆ Colorful wall posters to advertise My Holiday Fair
 - ◆ Colored "Presale" Parent Letters - Use your copy machine to print your My HOLIDAY FAIR information on the backside and include the Budget Envelope for each student. Send this letter home with each student 2-5 days before opening your sale.
 - ◆ Money Budget Envelopes- Parents place money in envelopes for safety, and can direct where students spend their money.
 - ◆ Table Covers - Decorate sales tables with festive table covers.
 - ◆ Printed "To and From" plastic shopping bags to "wrap" each gift in small, medium, and large sizes.
 - ◆ Plastic shopping bags for students to carry packages home.
- 1) Promoting and publicizing My Holiday Fair will create excitement, ensure a big turnout, help recruit more volunteers and secure the cooperation of parents, staff and teachers.
 - 2) Start several weeks before your Fair opens.
 - 3) Send letters to children and letters to teachers. Put up our free color posters in school. (See sample teacher letters later in this Handbook)
 - 4) A few weeks before your Fair, send home the free Savings Banks along with our free color flyers to parents. Imprint the parent letter backs (using your copy machine) with your dates and information.
 - 5) As your Fair gets closer, send out the second teacher letter. (See sample)
 - 6) A few days before your Fair send home the Budget Envelopes with "Presale" parent letter. (See sample)
 - 7) **Other ideas for promotion:** Make school P.A. Announcements and put announcements in your parent organization newsletter, local newspaper, and school bulletin boards. Display gifts in a school window display. Hold a contest or raffle before and during My Holiday Fair. Decorate the door to the Fair. Dress your volunteers in costumes.
 - 8) **Working with Teachers and School Staff:**

My Holiday Fair Helpful Hints

- 9) Clear all your plans with your school principal. With her or him behind you, everything else will be easier.
- 10) Let the school staff know well in advance what you will need from them. Make it easy for them to help you.
- 11) Give teachers plenty of notice about plans and work with them to distribute flyers and letters. Make it easy for teachers to help. Ask for their questions and suggestions. An enthusiastic teacher will encourage student participation.

Setting Up

- 1) When we ship your gift merchandise, it will be made up of several boxes and complete delivery by UPS may be made on multiple days. Tell the school secretary or custodian who will receive the shipment to **make sure the number of boxes matches the number that UPS delivers, before signing**. Any missing, damaged or open boxes must be noted with UPS at the time of delivery. It may take 2-3 days for all of your boxes to be delivered.
- 2) Each master case will contain 3 Tray/Bins Display Boxes. One box will be marked "Paperwork Enclosed" and contain the Inventory Control Worksheets, reorder phone numbers, payment instructions, etc. Open this box first.
- 3) Leave the boxes sealed until you are ready to do your beginning inventory.
- 4) Inventory one Tray/Bin Display Box at a time, using the Inventory Control Worksheets as a guide. Confirm that the quantity in each Bin matches the description label above or below each Bin and matches the Inventory Control Worksheet. Make sure the gift selection matches the list and note any items that arrive damaged. Note any discrepancies on the Inventory Control Worksheets.
- 5) Put any damaged items to the side and count those items as returned (unsold) inventory at the end of your sale. You may place a reorder to replace any damaged items before your sale starts. Be sure to note any reorder quantities on your inventory Control Worksheets. Return the damaged items separately from the good items.
- 6) **Determine the amount of profit you want to make and write the selling price on the School Suggested Selling Price sheets provided in the paperwork envelope.**
- 7) Program the cash register, if applicable.

Quick Setup or Limited Space

- 1) Set up your tables and cover with our free holiday table covers. Each Tray/Bin Display is marked with a Tray number 1- 21. Place each Tray/Bin Display back to back, next to each other in order on two 8' tables. Open each Tray/Bin Display lid. Write your selling price on each label found above or below each gift. Reference My Holiday Fair Suggested Selling Prices sheets included in your paperwork envelope for your desired selling prices. My Holiday Fair is designed to give you maximum flexibility in pricing your gift items. Whether

My Holiday Fair Helpful Hints

- you are using the store as a fund raiser or a non-profit project, the selling price of the gifts is completely at your discretion. YOU MUST MARK UP MERCHANDISE TO EARN A PROFIT. ALL MERCHANDISE ON THE INVENTORY CONTROL WORKSHEETS IS PRICED AT YOUR COST. If you are collecting sales tax, please mark up your products a minimum of 10%.
- 2) DO NOT mark prices on the gifts. We can not accept returns of gifts that are marked. Mark your prices on the Tray/Bin Price Labels attached to each Tray/Bin.
 - 3) Make sure all tables are stocked with paper gift bags and pens to write prices (or price codes) on budget envelopes.
 - 4) Set up your cashier table(s) at the exit to My Holiday Fair. Make sure your cashiers have plenty of change, price list, adding machines or calculators, (preferably with tapes) and plastic take home bags.
 - 5) Keep your empty Holiday Fair master cases and cash register box (if applicable) in a secure place for your use at the end of your sale.

Normal Setup

- 1) Set up your tables and cover with our free holiday table covers. You will display a sample of each gift on the tables and sell from your stock in the Tray/Bin Display boxes behind you or under the table. Some smaller items are sold from their display boxes on the tables.
- 2) Group samples in price categories. Make and tape price cards to the table covers. You may mark a border around each price group on the table covers.
- 3) DO NOT mark prices on the gifts. We can not accept returns of gifts that are marked.
- 4) Make sure all tables are stocked with plastic gift bags and pens to write prices (or price codes) on budget envelopes.
- 5) Set up your cashier table(s) at the exit to My Holiday Fair. Make sure your cashiers have plenty of change, price lists, adding machines or calculators, (preferably with paper tape) and plastic take home bags.
- 6) Keep your empty Holiday Fair master cases and cash register (if applicable) in a secure place for your use at the end of your sale.

Additional Suggestions

- 1) You may sell items by "Price Code". Items have a Price Code printed on each Tray/Bin. Provide each cashier with the Price List which will have the Price Code and selling price printed on it.
- 2) To make My Holiday Fair more festive, add decorations to the walls and entry door. Play appropriate music softly in the background. Put out bowls of fragrant potpourri.
- 3) Make volunteers more visible with distinctive "My Holiday Fair" buttons or hats, ribbons, aprons, T-shirts, etc.

My Holiday Fair Helpful Hints

- 4) Put up large "Welcome", "Start Here", and "Pay Here" signs to guide your shoppers.
- 5) Organize childcare service for volunteers through one of your volunteer moms. Plan well ahead to see which shifts will need this.
- 6) Offer snacks and drinks for volunteers.
- 7) Use plastic or wicker "Shopping Baskets" for each student to use during his or her buying spree.

Running My Holiday Fair

- 1) You may want to appoint a team leader for each shift. Make sure team leaders are familiar with all procedures.
- 2) The first team every day will bring the gifts out of storage (if you have to lock them up), organize gift stock and make sure all supplies are on hand.
- 3) Overlap shift times so your volunteers arrive several minutes before their shifts to acquaint themselves with the gift selection and shop procedures. This makes a smooth transition and also gives them time to talk to the previous team.
- 4) At their scheduled time, teachers bring their classes to My Holiday Fair. Make sure everyone has their Budget Envelopes and shopping money. (Teachers of younger children may want to collect budget envelopes in the morning and keep them until the class arrives at the Fair.)
- 5) It is easier to have only 10 to 15 children shop at one time so half the class will wait, either in the classroom or at the Fair. You may want to provide a volunteer "teacher's helper" to help supervise the children waiting at the Fair or to escort to and from the classroom. Decide earlier with teachers how to handle this.
- 6) The children shop by viewing the gifts and choosing the items they want to purchase. Each child should be given a plastic Take Home Bag at the beginning of the merchandise tables. The volunteers place each gift in a plastic gift sack and mark who the gift is for. The volunteers mark the children's Budget Envelopes with gift, price and price code. The children place each paper gift sack into their plastic Take Home Bag.
- 7) Children pay for all gifts at the cashier table when finished shopping. The amount spent for each item should already be written on the Budget Envelope by the volunteers. Cashiers check gifts against the Budget Envelope, take money and make change, then place all gifts back into the plastic Take Home Bag. They may staple the Take Home Bag shut and mark the child's name on it.
- 8) Younger children may need some guidance shopping so two or three volunteers may act as helpers. Helpers do not shop for the children but assist them if they need help making a decision, counting money, or budgeting to make sure everyone on their list has a gift. The goal is to let all little shoppers experience the feeling of accomplishment from choosing gifts themselves.
- 9) After shopping, children return to class with their gifts. If classrooms don't have lockers to keep gifts out of sight, you may want to supply each classroom with a

My Holiday Fair Helpful Hints

- large bag or box in which students can store their gifts until they go home. This helps teachers get their students “back to business” more quickly after shopping.
- 10) At the end of the day, tidy up display tables and gift inventory. Note gift items that are in low supply which you may want to reorder (see reorders). Count the day’s money using a calculator and make a note of the day’s sales. It is always a good idea to deposit the money into the organizational checking account as quickly as possible. Note any supplies that need replacing for the next day.

Re-Order Program

- 1) Occasionally you may run out of the more popular gifts. For this reason we have provided you with four or five items in each of the lower priced levels. Remember, you are running a small business. Therefore, try to sell merchandise you have left while waiting for re-orders.
- 2) If you sell out of a popular higher-priced item for which there are limited selections, you may want to take “rain-check” orders for these sold-out items from the children. Place a “rain-check” reorder with My Holiday Fair and distribute these special order purchases when your reorder arrives.
- 3) You may reorder at any time during your sale for ONE FREE next business day UPS delivery when you order by 1:00 PM Eastern time. GO ONLINE, CALL OR FAX MY HOLIDAY FAIR BEFORE 1:00 EST TO PLACE RE-ORDERS. PLEASE PLACE ONLY ONE RE-ORDER PER DAY. YOUR REORDER QUANTITY PER DAY WILL BE LIMITED TO DOUBLE THE QUANTITY RECEIVED IN A SINGLE KIT. Reorders placed after your ONE FREE next business day delivery will ship to you on GROUND UPS, please allow for extra time to receive Ground UPS reorders. A FAX reorder form is included with your paperwork. Make copies of this blank form for your use in faxing daily reorders to Holiday Fair.
- 4) Please order your merchandise by item number and description. Due to the unforeseen popularity of certain gifts and the short selling period for all schools, we can’t guarantee every item will be in stock at all times. If we run out of reorder gifts, we may substitute the item with a similar item. **You may take rain checks from students and place a reorder for the original items. We will be receiving all items back into stock before Christmas and we will ship your rain check reorder before school gets out for Christmas Break.**
- 5) Write the quantity you reordered in the space provided on the Inventory Control Worksheets. You may also want to write each quantity reordered on the price label found above or below each gift in the Tray/Bin. This will aid you in taking your final inventory.
- 6) The re-order telephone and fax number will be listed on the Inventory Control Worksheet.

Post Program Meeting

Hold a quick meeting while the program experience is still fresh. Make notes for next year about what worked well, ideas for improvements, etc.

My Holiday Fair Helpful Hints

Don't forget to thank your volunteers and school staff for making My Holiday Fair™ a big success!

Secure Your Dates For Next Year!

Reserve your dates early to ensure you get the dates you want next year. Use the Sales Agreement form included with your paperwork and fax back to My Holiday Fair.

Closing Out My Holiday Fair

- 1) Using your Inventory Control Worksheet will make closing a simple process. You must count all remaining gifts after My Holiday Fair's last day. Do a final inventory and write in the quantity counted in the space provided on the Inventory Control Worksheets. Remember to add any damaged items to your final inventory.
- 2) Calculate the amount due to My Holiday Fair by going line by line using the Inventory Control Worksheets. Add the quantity originally received **plus** all reorders **minus** leftover gifts and write that number in the Quantity Sold space provided. Multiply the quantity sold times the unit price to determine the Total Due for each line. Add the Total Due column on each page on the Inventory Control Worksheet and place the total for each page at the bottom of each page. Write the totals of each page in the Grand Total spaces provided on the last page of the Inventory Control Worksheet. This is the total payment amount due to My Holiday Fair. *An EXCEL spreadsheet containing the Inventory Control Worksheets can be downloaded from the Internet at www.myholidayfair.com for your convenience to help with your calculations.* The spreadsheet will automatically calculate your Grand Total due after you enter in your reorder and ending inventory quantities. You may then print out the Inventory Control spreadsheet for your records and My Holiday Fair's. If you should need help, please call 877-842-0624.
- 3) After your final inventory is taken, combine all left over merchandise into as few Tray / Bins as possible. Simply close each Tray / Bin and place 3 Tray/Bin boxes into each one of the original shipping master cases. Write the total number of master case boxes to be returned on the top of the Inventory Control Worksheets.
- 4) Make three copies of the completed Inventory Control Worksheets. One for your records, one to send with your payment and place one in a Master Case return product box.
- 5) Tape up all of the boxes and apply one UPS Authorized Return Service Label to each box (labels provided by My Holiday Fair). Place the boxes in the front office where the UPS driver will see them and can pick them up on the next UPS delivery day. If the boxes are not picked up within 5 days, please call My Holiday Fair Customer Service at 1-877-842-0624.

My Holiday Fair Helpful Hints

- 6) Detailed returning instructions can be found on the Return Merchandise and Payment Instructions form included with your kit paperwork. Merchandise must be returned by December 20. Absolutely no returns will be accepted after January 16.

Payment and Sales Tax

- 1) Write a check payable to My Holiday Fair for the amount due on the Grand Total Section of the Inventory Control Worksheets. If you collected Texas Sales Tax, please send a separate check for 8.25% of the amount due on the Grand Total Section. Sales Tax payments are made payable to My Holiday Fair.
- 2) Tape your check(s) to the "Check by Fax Payment Form" included in your kit paperwork or download a Check by Fax Payment Form from our website.
- 3) Complete the bottom section of the Check by Fax Payment Form and Fax the form to My Holiday Fair at 1-800-640-1868. If you have any problems, please call Customer Service at 1-877-842-0624.
- 4) If a fax isn't available, please mail your payment in a separate envelope to My Holiday Fair, P.O. Box 700, Anderson, IN 46016. **Please ensure your payment arrives by December 20.** Do not send your payment in a merchandise box.
- 5) Keep all copies of paperwork and payment for your records.
- 6) Payment is due upon the close of you sale, **no invoice will be sent**. The payment amount is determined by the calculations on the completed Inventory Control Worksheets. The Inventory Control Worksheets will serve as your receipt.
- 7) Past due accounts are subject to finance charges.
- 8) Payments are due no later than December 20th.
- 9) Checks must be made payable to My Holiday Fair.

Supplies You Will Need to Run My Holiday Fair

1. Tape: masking and clear tape.
 2. Markers
 3. Staplers with extra staples.
 4. Calculators with tapes.
 5. Pencils, pens, note paper.
 6. Snacks and drinks for volunteers.
 7. Decorations, Christmas music.
 8. Name tags for volunteers.
 9. At least 4 - 8" long tables.
 10. \$50.00 in change.
- Other Useful Items:
Plastic or wicker "shopping baskets",
volunteer buttons, hats, ribbons, aprons,
t-shirts, boxes or bags to place in each
classroom to store purchased gifts.

My Holiday Fair Helpful Hints
(Sample Letter to Students)

Dear Students:

In a few weeks, our parent group will be holding My Holiday Fair for you and we want you to be the first to know all about it. My Holiday Fair is a store that will be set up at school, where you can do your own gift shopping for family and friends. The store will be open during school hours and your class will have its own special time to shop. We will have parent helpers at the store ready to help you if you need it.

There will be lots of wonderful gifts to choose from, all at low prices that students can afford. There will be many gifts just for moms, dads, sisters, brothers, grandmas, and grandpas, aunts and uncles to make it easy to find a gift for everyone on your list. You will be able to take your gifts with you from the store. Colorful gift bags will help you keep your gifts secret once you get home.

Start thinking about your gift list now, and we will have more details for you soon! Please ask your parents to read this letter too.

Sincerely,

Your School Parent Group

P.S. Parents and grandparents, we are looking for volunteers. If you can spare a few hours of your time, please call:

At: _____

My Holiday Fair Helpful Hints
(Sample First Letter to Teachers)

Dear Teachers:

My Holiday Fair will be coming to school soon and we invite your students to participate. Sponsored by our Parent Group, My Holiday Fair gives children a safe, supervised environment at school in which to choose gifts for family and friends. Children shop from a large selection of quality, family style gifts at reasonable prices and our parent volunteers are there to help.

While My Holiday Fair gives children the thrill of selecting their own gifts, it also provides a practical, hands on educational experience as they count, add, subtract, decide how to budget, and literally learn the value of money. It will also give an opportunity to show your pupils, in a very practical demonstration, that the things they study in school, like math, can be used in the "real world".

Our Fair will be held during school hours, with each class shopping at a scheduled time for about 30 minutes. Because we plan to schedule extra volunteers to help the youngest children through the store, we would like to schedule the lower grades first. Our volunteers will be happy to assist you in any way they can.

A suggested time for your class to shop is listed at the bottom of this letter. We hope to avoid scheduling conflicts by planning early, so if this time is a problem for you, please call our school liaison coordinator, listed below.

We will be giving out more information about My Holiday Fair program in coming weeks and will appreciate your help in distributing take home materials to your class.

If you would like more information about the program or have suggestions, we would be happy to hear from you. Thanks in advance for your help in making My Holiday Fair a big success. We can't do it without you!

Coordinator

Your class is scheduled to shop _____ date _____ at: _____ time _____

If you need to reschedule or have questions, please call:

_____ name _____ at: _____ phone _____

My Holiday Fair Helpful Hints
(Sample Second Letter to Teachers)

Dear Teachers:

My Holiday Fair is coming soon and we want you to be familiar with the store procedure.

The students will take home Budget Envelopes to help them plan a shopping list and budget, shortly before My Holiday Fair opens. Parents and children will agree on a budget for the child's gift list and use the envelope to keep shopping money safe.

Your students will bring their Budget Envelopes to school on your scheduled shopping day. If your students are very young, you may want to collect their Budget Envelopes until shopping time to make sure none get lost.

At your scheduled time, bring your class with their Budget Envelopes to My Holiday Fair location. We will give each child a plastic Take Home Bag and explain the shopping procedure. Your class will have about 30 minutes to shop and about 10 to 15 children will go through the store at a time. Children will pay for their gifts at the cashier and take their gifts with them in the Take Home Bags. We will have extra helpers to assist the youngest children.

If you have any questions, please call the School Liaison Coordinator listed below. Once again, thank you for your help.

Coordinator

This confirms that your class is scheduled to shop

On: _____ at: _____

If you have questions, please call:

_____ at: _____

My Holiday Fair Helpful Hints
(Sample Note to Parents and Volunteers)

Attention Parents

We need volunteers to help with this year's My Holiday Fair Store

The Fair dates will be _____.

We have two shifts scheduled. You may choose either _____ or _____.

This shop is operated by the school and the parent group. Children may select and purchase surprise gifts for you and other family members. The thrill the children experience from this shopping adventure will make it well worth your time. Thank you for volunteering.

Your name _____ Phone number _____

Teachers name _____ Best time _____

If you can help, please return this completed form to your child's teacher.

I will call you to discuss details and confirm your scheduled time.

Thank you very much

My Holiday Fair Volunteer Coordinator

Dear My Holiday Fair Volunteers:

Thank you for your participation in the My Holiday Fair program. It's going to be a lot of fun but it will get quite busy so we really appreciate your help.

This is to confirm that you have volunteered for:

Date(s): _____ Time(s): _____

Please try to arrive a few minutes before your shift starts.

For those of you who missed our run-through meeting, attached you will find some information about My Holiday Fair procedures. If you have any question, please call me at the number below.

Once again, thanks for your help!

Sincerely,

Volunteer Coordinator

My Holiday Fair Helpful Hints (Sample School P.A. Announcements)

Please customize announcements from choices shown or use as a guide to make your own announcement scripts)

One month from start date

Good Morning (afternoon) students. I would like to have your attention to tell you about an exciting program coming to our school. My Holiday Fair will be here in a few weeks. This is a holiday store that is set up in a room here at school and run by parent volunteers so that you can do your holiday gift shopping for Mom, Dad, family and friends.

You will be receiving: (a letter telling you more about My Holiday Fair) (color flyers) (My Holiday Fair Savings banks) (Budget Envelopes) in the next few days (or today) that will give you more information. Please take them home to your parents.

Look for the big color posters in school and keep listening. I'll have more announcements soon about My Holiday Fair. Have a good day in school.

Two weeks from start of the Fair

Good morning students. This is a reminder that My Holiday Fair starts in a couple of weeks. Talk to your parents about help around the house so that you may earn money to shop. Save your money in the Savings Bank that was given to you a couple of weeks ago. This is getting very exciting! Thank you and have a good day.

During the Fair

Students, I want to take this time to remind you that My Holiday Fair will be open during school tomorrow. Please check with your teacher to find out what day you are scheduled (if you have a schedule, announce the classes that are to shop the next day). Don't forget to bring your money envelope on your scheduled day to shop. We don't want you to miss the excitement. Have a great day!

My Holiday Fair Helpful Hints

Sample Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	PLANNING MEETING FROM COMMITTEES	START RECRUITING VOLUNTEERS			DISTRIBUTE WEEKLY PLANNER
Week 2	PREPARE LETTERS AND ANNOUNCEMENTS	MEET WITH SCHOOL OFFICIALS	PLAN STORE LOCATION, RESERVE TABLES		
Week 3	SEND FIRST TEACHER LETTER	SEND HOME STUDENT LETTER			PROGRESS MEETING
Week 4	IMPRINT FLYERS	PUT UP POSTERS AT SCHOOL			
Week 5	MERCHANDISE DELIVERED THIS WEEK	COUNT BOXES, INVENTORY GIFTS	SEND SECOND TEACHER LETTER		PROGRESS MEETING
Week 6	START P.A. ANNOUNCEMENT				
Week 7	P.A. ANNOUNCEMENT		HOLD VOLUNTEER'S RUN-THROUGH MEETING		SEND HOME BUDGET ENVELOPES
Week 8	SET UP SHOP	SHOP DAY 1	SHOP DAY 2	SHOP DAY 3	FINAL INVENTORY PACK UP, RETURN

My Holiday Fair Helpful Hints

Planning Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					

My Holiday Fair Helpful Hints

Profit Program

You must sell your merchandise with a Mark Up if you want to earn a profit and / or cover Sales Tax.

Charge the following retail prices to make the following Profit Margins.

	Profit %						
	10%	15%	20%	25%	30%	40%	50%
School Cost	Retail Prices						Sell for:
\$.10	\$.11	\$.12	\$.12	\$.13	\$.13	\$.14	\$.15
\$.13	\$.15	\$.15	\$.16	\$.16	\$.17	\$.18	\$.20
\$.23	\$.25	\$.26	\$.28	\$.30	\$.30	\$.32	\$.35
\$.35	\$.40	\$.40	\$.42	\$.45	\$.46	\$.50	\$.55
\$.45	\$.50	\$.52	\$.55	\$.55	\$.60	\$.65	\$.70
\$.70	\$.75	\$.80	\$.85	\$.90	\$.90	\$1.00	\$1.05
\$.90	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.25	\$1.35
\$1.35	\$1.50	\$1.55	\$1.65	\$1.70	\$1.75	\$1.90	\$2.05
\$1.60	\$1.75	\$1.85	\$1.95	\$2.00	\$2.10	\$2.25	\$2.40
\$1.85	\$2.00	\$2.15	\$2.25	\$2.30	\$2.40	\$2.60	\$2.80
\$2.25	\$2.50	\$2.60	\$2.70	\$2.80	\$2.95	\$3.15	\$3.40
\$2.75	\$3.00	\$3.15	\$3.30	\$3.45	\$3.60	\$3.85	\$4.15
\$3.25	\$3.50	\$3.75	\$3.90	\$4.10	\$4.25	\$4.55	\$4.90
\$3.75	\$4.00	\$4.30	\$4.50	\$4.70	\$4.90	\$5.25	\$5.65
\$4.25	\$4.75	\$4.90	\$5.10	\$5.30	\$5.55	\$5.95	\$6.40
\$4.50	\$5.00	\$5.20	\$5.40	\$5.65	\$5.85	\$6.30	\$6.75
\$5.00	\$5.50	\$5.75	\$6.00	\$6.25	\$6.50	\$7.00	\$7.50
\$5.50	\$6.00	\$6.35	\$6.60	\$6.90	\$7.15	\$7.70	\$8.25
\$6.50	\$7.00	\$7.50	\$7.80	\$8.15	\$8.45	\$9.10	\$9.75
\$7.50	\$8.50	\$8.65	\$9.00	\$9.40	\$9.75	\$10.50	\$11.25
\$8.50	\$9.50	\$9.80	\$10.20	\$10.65	\$11.05	\$11.90	\$12.75
\$9.50	\$10.50	\$10.95	\$11.40	\$11.90	\$12.35	\$13.30	\$14.25
\$11.50	\$13.00	\$13.25	\$13.80	\$14.40	\$14.95	\$16.10	\$17.25
\$14.00	\$15.50	\$16.10	\$16.80	\$17.50	\$18.20	\$19.60	\$21.00

My Holiday Fair Helpful Hints

My Holiday Fair Volunteer Schedule

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

My Holiday Fair Helpful Hints

My Holiday Fair Daily Collection Record

Date: _____

Name of School _____

Chairperson's Name _____

Treasure's Name _____

Please Note: Payment is due no later than 5 days after the Fair closes.

Remit to:
My Holiday Fair In School Store
P.O. Box 700
Anderson, IN 46016

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total
\$ Sales								
\$ Sales								
TOTAL								

TOTAL SALES \$ _____

My Holiday Fair Helpful Hints



My Holiday Fair In School Store
P.O. Box 700
Anderson, IN 46016
Phone #: 877-842-0624
Check by Fax Payment #: (800) 640-1868

QUESTIONNAIRE

We work hard to make every My Holiday Fair program a wonderful experience for both you and your young shoppers. You can help us continue to improve on the high standards we set for our quality and performance by giving us your comments on your my Holiday Fair experience.

Please take a few minutes to fill out the brief questionnaire below and return it with your final inventory forms. Thank you for your valuable comments!

- 1) Would you add any items to the selection? _____
- 2) What worked best about the program? _____

- 3) What needs improving? _____

- 4) What Guide instructions, if any, would you like added or explained in greater detail? _____

- 5) Tell us what ideas your group came up with to promote or run the program that worked well for you: _____

- 6) Any other comments? _____

EARLY SIGN UP

Because the most popular dates for My Holiday Fair fill up rapidly, we offer a special service to our valued customers. As a current customer, you are entitled to a special Advance Reservation for next year's My Holiday Fair program.

Sign up now and ensure that you get exactly the dates you want for next year!

Dates _____ - _____ School _____

Address _____

Group Contact Name _____

Phone _____ Email _____

001-HFHH

rev 6/11

877-842-0624

Page 24

www.myholidayfair.com