

ST. ISIDORE SCHOOL CHILDREN'S CLOTHING & EQUIPMENT RESALE

RESALE INFORMATION AND REGULATIONS

FALL/WINTER SALE

September 13-15, 2018

St. Isidore Ministry Center
433 West Army Trail Road
Bloomington, IL 60108

<u>Thursday, September 13, 2018</u>	<u>Friday, September 14, 2018</u>	<u>Saturday, September 15, 2018</u>
3:30 pm – 8:00 pm Drop-Off	8:00 am – 12:30 pm Drop-Off	7:30 am – 8:00 am Pre-Sale for Committee, Members At Large, School & Parish Staff
	1:30 pm – 3:15 pm Pre-Sale for Committee	8:00 am – 9:00 am Pre-Sale for workers
	2:15 pm – 3:15 pm Pre-Sale for Members At Large, School & Parish Staff	9:00 am – 12:30 pm Public Sale (children welcome, no strollers)
	3:30 pm – 5:30 pm Pre-Sale for workers with 2 or more shifts	4:00 pm – 5:00 pm Consignors Pick-Up Unsold Items
	4:00 pm – 5:30 pm Pre-Sale for workers with 1 shift	
	6:30 pm – 9:00 pm Public Sale (children not permitted)	

RESALE E-MAIL ADDRESS

ChildrensResale@saintisidoreschool.org

RESALE WEBSITE

www.IsidoreResale.weebly.com

RESALE COMMITTEE

Chairperson	Lisa Conte
Advertising Chair	Wendy Butter, Mary Sierra
Cash Chair	Ann Hatt, Jennifer McFadden
Donation Chair	Angie Lindgren, Jeanine Vena
Floor Clean-Up Chair	Anne-Margaret Shute, Jeff Heydt
Floor Set-Up Chair	Linsey Thattil, Erika Williams
Hospitality Chair	Mary Sue Fornari
Member-At-Large	Sandy Samaniego, Jaclyn Dabeca
Printing Chair	Katie Thoms
Receiving Chair	Wendy Butter
Worker Chair	Margaret Kelliher

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CONSIGNOR REGISTRATION

Consignor Registration must be completed by every Consignor in a timely manner in accordance with the registration schedule for Returning Consignors and New Consignors. We only accept online Consignor registrations through our portal on the My Sale Manager (MSM) website. Instructions for registration can be found on the Resale website at www.lsidoreResale.weebly.com or by emailing ChildrensResale@saintisidoreschool.org to receive them. A non-refundable \$5.00 registration fee will be charged through PayPal.

“Grandfather Limitations” Regarding Consignor Numbers and Rights:

You are considered a Returning Consignor if you registered and sold items in one of the last four Resales. If a Returning Consignor chooses not to participate in a given Resale, that Consignor number will be held under “grandfathering rights” for four (4) consecutive Resales. When you chose to return, you will be allowed to register with New Consignors. If you do not sell for two consecutive Resales, then your Consignor number could and may be reassigned to another person.

IMPORTANT DATES

Returning Consignor registration begins:	Friday, July 13, 2018 at 7:00 am
New Consignor registration begins:	Friday, July 20, 2018 at 7:00 am
Cut off for registration is:	Friday, September 7 (or until the maximum capacity of 110 Consignors is reached)
Last day to make changes to work shifts:	Friday, September 7, 2018 at 11:59 pm
Cut-off time for tagging online:	Wednesday, September 12, 2018 at 11:59 pm

WORKING HOURS AND PRESALE SHOPPING

We require that all Consignors work at least one 3-hour shift during the resale. Please indicate the shift you will be working on the MSM website. If you do not indicate a shift, we will contact you. There are no exceptions to the requirement that all Consignors work at least one 3-hour shift.

Consignors who fulfill their 3-hour work assignment will receive 70% of their gross sales; St. Isidore School receives 30% of their gross sales.

When you arrive at the Resale to work, please check in with the Volunteer Coordinator at the entrance of the Ministry Center. **Consignors are not permitted to bring children with them to work during their work shift.**

However, children ages 12-17 are permitted to work on Saturday **WITH A PARENT** for our Clean Up shifts: 1:00 pm – 4:00 pm, 2:30 – 5:30 pm, and/or 12:30 pm – 5:30 pm. Please note that these are the only shifts where children are allowed to accompany a parent worker. Children working Saturday afternoon need to be registered to work through our MSM website. Please place them on the schedule through the **Worker Registration for Non-Consignors** link, which can be found at:

www.mysalemanager.net/wrk_start.aspx?partnercode=STIS

Consignors who work 2 or more shifts, or work Saturday from 12:30 pm – 5:30 pm, can shop the Friday Pre-Sale for workers from 3:30 pm – 5:30 pm. Consignors who work 1 shift can shop the Friday Pre-Sale from 4:00 pm – 5:30 pm. All workers can shop the Saturday Pre-Sale from 8:00 am – 9:00 am.

If you bring items to sell and do not fulfill the 3-hour work shift requirement, or do not find a replacement for your assigned shift, the percentage that you receive from the proceeds will be automatically reduced by 20%. For example, rather than receiving 70% of your gross sales, you will receive 50% of your gross sales instead.

If you drop out of selling within three weeks prior to the resale:

- you will be prohibited from selling at the next resale.
- you are expected to fulfill your 3-hour work requirement or find a replacement, which will allow you to shop the Pre-sale.

If you do not fulfill your work requirement or find a replacement, then you will be not be allowed to shop the Pre-sale.

** VOLUNTEER REPLACEMENTS MUST BE 18 YEARS OR OLDER **

DROP-OFF

Drop-Off procedures ensure a smooth and efficient set-up, which results in a successful resale. We ask Consignors to pick a time slot to drop off their items when registering on the MSM website. When selecting a drop-off time, please be sure that it doesn't overlap with your work shift. The drop-off time slots are 1/2 hour increments. Please be sure to arrive within your 30 minute timeframe. If you have over 200 items to Drop-Off, please try to arrive toward the beginning of your 1/2 hour time slot. At your assigned check-in time, please check in with the Receiving Chairperson, who is located inside the entrance of the Ministry Center.

Your items will be reviewed to make sure they are in acceptable condition and then scanned into the resale. With a bit of care in your preparation, we will be able to check in your items quickly & more efficiently at Drop-Off. Do not leave receiving area until all of your items have been checked in. Please do not take offense if we are unable to accept some of your items. Due to the volume of clothing and our reputation for quality merchandise, we must set **very strict** standards.

Items cannot be reclaimed once they are on racks or tables. We make every attempt to safeguard your items. However, the St. Isidore School Children's Clothing & Equipment Resale is not responsible for items that are lost, stolen or damaged. The St. Isidore School Children's Clothing & Equipment Resale Committee reserves the right to withhold any item(s) from the sales floor that do not adhere to our regulations.

PREPARATION OF ITEMS

In order to keep shoppers coming back each season, we maintain a high standard of offering great-quality, current items that are seasonably appropriate. This is a "Gently Used" sale; only lightly-used and clean items will be accepted.

CLOTHING: Bring in clean clothing on wire hangers, properly tagged or bagged as described in this packet. To avoid having to take home clothing that may be rejected, DO NOT bring items that contain rips, tears, holes, snags, pilling, or have missing buttons, broken zippers, or snaps. Please do not bring junior or adult-sized clothing, out-of-season or out-of-style garments. If you have any doubts about whether an item will be accepted, please do not bring it.

All clothing must be separated and pre-sorted by gender, size, and/or type prior to Drop-Off.

Do not use S, M, L, or XL to designate size for children's clothing. Be sure to use a numerical number, even if a letter is noted on the clothing tag. Letter sizing is **ONLY** permitted for Maternity clothing, or St. Isidore School (SIS) uniforms.

For multiple pieces to an outfit, make sure they are securely fastened together with safety pins (for example, pin each piece to one another and/or to the hanger). To be sure an item is securely hung, perform a "pull test" to see if any one of the items falls off the hanger.

Small items such as socks, tights, and onesies may be placed in Ziploc plastic bags. Tape your tag on the outside of the bag with clear packing tape. **Please DO NOT tape over the barcode.**

LARGE ITEMS: Large items must be set up by the Consignor at the time of Drop-Off. Large items are more likely to sell when they are assembled and visible to shoppers. If a large item is not sold, the Consignor must disassemble it at Pick-Up. Large items include high chairs, cribs, Pack-n-Plays, child/toddler beds, strollers, swings, jumperoos, Exersaucers, etc. Only unexpired car seats are acceptable. Cribs must be manufactured after Jun 28, 2011.

SHOES/BOOTS: Shoes, boots, and slippers must be attached to its pair by tying or pinning them together. Tags can be pinned to shoelaces or taped to the bottom of the shoe. We accept Infant size 0 though Big Kid size 7. Shoes must be clean and without excessive wear – the sole should still have a tread and not be smooth. Please only sell footwear for the current season.

BEDDING: Bedding must have all items bagged neatly together. It helps to attach a photo of set-up and list of pieces included to help bedding and room decor sell.

BOOKS: Books should be individually priced. Be sure to securely tape the tag onto the back or front of the book **without** covering the bar code on the tag. Only books from the same series may be bagged together.

ACCEPTABLE ITEMS

Only items related to children may be sold at our resale. Due to the volume of clothing and our reputation for quality merchandise, we have very strict standards. Please do not take offense if we are unable to accept some of your items. The decision of the volunteer receivers is final.

You will find the below categories when tagging in MSM:

<u>CATEGORY NAME</u>	<u>DESCRIPTION</u>
Accessories - Boys	Ties, belts, sunglasses, etc.
Accessories - Girls	Belts, sunglasses, hair accessories, etc.
Baby Equipment	Swings, Exersaucers, Pack-n-Plays
Bath	Towels, washcloths, bath tubs, bath seats
Bedding	Comforter sets, sheets, blankets
Bikes	Children’s bikes, including tricycles, toddler riding toys, wagons, motorized kid’s vehicles
Books	Children’s books, maternity and parenting books. Tag books separately. Only books in a series can be bagged together.
Breast pumps	Gently-used pumps. Tubing and pump accessories are not necessary, but must be new if included.
Car Seats	Unexpired and clean car seats. Most car seats expire within 6 years of being manufactured.
Cassettes	Books on tape only, no music cassettes

CDs	Music CDs, Books on CD
Clothing – Boys	Fall/Winter clothing only. Jeans and other pants are acceptable. No shorts. No short-sleeve shirts accepted, except for holiday-themed short-sleeved shirts and polos. Seasonally appropriate, long-sleeved, boys’ dress shirts are accepted year-round. Two-piece pajama pant set with a short-sleeved shirt is acceptable year-round.
Clothing – Girls	Fall/Winter clothing. Jeans and other pants are acceptable. No shorts. No short-sleeve shirts accepted, except for holiday-themed short-sleeved shirts. Two-piece pajama pant set with a short-sleeved shirt is acceptable year-round.
Coats – Boys	Fall/Winter jackets and coats
Coats – Girls	Fall/Winter jackets and coats
Computer Games	No “Mature” ratings will be accepted
Console Games	No “Mature” ratings will be accepted
Costumes	Halloween costumes (Please hang on a hanger)
Crafts	
Cribs	No drop-down cribs permitted. Cribs must be manufactured after June 28, 2011 per government regulations. Cribs with an earlier date of manufacture will not be accepted.
Dancewear	Leotards, tights, dance shoes
Décor	Lamps, Pictures, Nursery decorations, etc.
Diaper Bags	
Dinnerware	Only <u>NEW</u> dinnerware will be accepted.
DVDs	No VHS tapes or R-rated movies will be accepted
Educational	Educational games
Furniture	Child/toddler beds, changing tables, desks, dressers
Games	Be able to show all pieces are present
Hats – Boys	Fall/Winter hats
Hats – Girls	Fall/Winter hats
High Chairs	Clean high chairs
Holiday Outfits	Christmas dresses and outfits
Infant Accessories	Infant hats, bibs
Infant Feeding	Only <u>NEW</u> bottles and nipples will be accepted.
Infant Shoes	
Jewelry	Should be bagged in Ziploc bags
Junior Girls – Formal Dresses	Junior Girls’ formal dresses only.

Maternity	S, M, L, XL sizing is permitted. Current styles.
Puzzles	Jigsaw puzzles, Wooden Puzzles (can be wrapped with plastic wrap or placed in a Ziploc bag)
Safety Equipment	Bed rails, gates, cabinet locks, monitors, sleep safety, bath safety
Shoes – Boys	Fall/Winter shoes only. Sizes newborn to adult-size 9. Shoes should be in very good condition and child-appropriate. Dance shoes and Sports shoes (soccer, baseball, football) are allowed to have some wear.
Shoes – Girls	Fall/Winter shoes only. Sizes newborn to adult-size 9. Shoes should be in very good condition and child-appropriate. Dance shoes and Sports shoes (soccer, baseball, football) are allowed to have some wear.
Socks – Boys	Can group similar size and style together in Ziploc bags.
Socks – Girls	Can group similar size and style together in Ziploc bags.
Sports	Balls, bats, mitts, tennis racquets, roller skates/blades, skate boards, hockey equipment, etc.
Strollers	Clean strollers. Tag can be pinned or taped in a visible location.
Toys	Preschool/Little Tikes items (large or small), Barbie Dolls, any doll or stuffed animal that performs a function, Building Sets, Learning Toys, Action Heroes. All battery-operated toys must be operational with working batteries.
Uniforms	School and Scout uniforms

UNACCEPTABLE ITEMS

- Spring/Summer clothing will not be accepted at our Fall/Winter Resale
- Clothing that is overly worn, dirty, ripped, missing buttons, etc.
- Junior-sized and Adult-sized clothing (i.e. clothing from Aeropostale, American Eagle, Victoria's Secret, etc.)
- Cribs with drop-down sides
- Expired car seats
- Bumbo seats without a restraint belt and warning sticker
- Stuffed animals
- R-Rated movies
- Mature content on electronic games
- Toy weapons
- Underwear (unless in new package)
- Any recalled items (check www.CPSC.gov to confirm)

The following items will not be accepted at the resale
unless they are new in original packages:

- Underwear, potty seats, diaper pails, Diaper Genies, dishware, bottles, teethers, nipples, and pacifiers.

TAGGING

Instructions for creating tags in MSM:

1. Login to your personal consignor homepage.
2. To create tags, click on "Work with Consigned Inventory".
3. Click "Work with My Consigned Items (Active Inventory)".
4. It is helpful if you first sort your items by clothing, toys, shoes, etc. Then, sort the clothing by size and gender. Doing this ahead of time will make the online tagging process go faster as all you will have to change from one item to the next is the description and price.
5. Click on "Add Items"
6. Be ready to answer the following questions about each item you will enter:

CATEGORY: (from pull-down menu) Choose a category from the drop-down menu that best describes the item that you are entering. Be sure to enter all Clothing items under "Clothing-Boys, Clothing-Girls, etc." and not under Accessories.

SIZE: (from pull-down menu) If entering a clothing item or a pair of shoes, select the size from the drop-down menu under the Size category. Be sure to pick numeric sizes for all children's clothing. **Only Maternity clothing and St. Isidore School uniforms can be sized with S, M, L, and XL.**

DESCRIPTION: (two lines for you to fill in) Include a brief description of the item you are entering. (i.e. Children's Place Denim Overalls). If you need more room, you can use the 2nd description box below. Giving a detailed description of your items helps if a tag becomes separated from an item.

PRICE: Set your own price. All prices must be set in increments of \$0.50. Our "Pricing Guide" can be used as a starting point for reference.

QUANTITY: This box allows you to add more than one tag at a time if you are selling multiple items with the same price and description.

DISCOUNT: If this is selected, your item will be discounted 50% on Saturday at our half-price sale. If you do not want to have your item discounted, please do not check this box. We suggest choosing to discount the item if you are planning to donate it. After printing your tags, be sure to highlight "Discount: YES" with a pink highlighter to help shoppers recognize discounted items.

DONATE: Check this box if you want your unsold item to be donated at the end of the resale. All items will be donated to our selected local charities.

7. Fill in information for item you are creating tag for and hit "SUBMIT ITEM". Once you submit, the item will appear in the list at the bottom of the page.

8. You may choose to continue to add items or choose "I'm finished for now". You do not have to save anything. All items entered will be automatically saved into your inventory list.
9. If you have tagged items that did not sell at a previous resale, those items have been moved to Inactive Inventory. If you would like to move an item from Inactive Inventory to Active Inventory, please follow these steps.
 - a. Click on "Work with Consigned Inventory"
 - b. Click "Work with Inactive Inventory".
 - c. Check box in left column to select an item(s) to shift to active inventory.
 - d. Click on the box that reads "make SELECTED Inactive ACTIVE For Upcoming Sale".
 - e. Inventory that you select will become active inventory (inventory that you are planning to bring to our upcoming sale) and will appear on the "Work With Inventory" screen so you can edit it and print tags (if necessary).
 - f. Please only activate items that are acceptable at our Spring/Summer Resale. (i.e., do not activate a winter coat that was tagged in the Fall)
10. Once you have finished or are ready to print tags for the items entered at that point, return to your personal consignor homepage and choose either "Print All Tags" or "Print Selected Tags". Tags will print 6 to a page. Print on **WHITE CARD STOCK** only (65 lb or 110 lb). If you have discounted your item, please highlight the words "Discount: Yes" with a pink highlighter. Be sure to highlight BEFORE you pin the tag to your item.
11. You will need to turn off your pop-up blocker while printing as the tags selected to print will open in a new window.
12. The tags do not have to be printed at the time you create them. You can print and re-print at any time. Your inventory list will show you which tags have been printed.
13. If you make a mistake while printing your tags, please print a new tag. Do NOT print on both sides of the card stock; please print on one side only.
14. Cut tags carefully with scissors or a paper cutter.

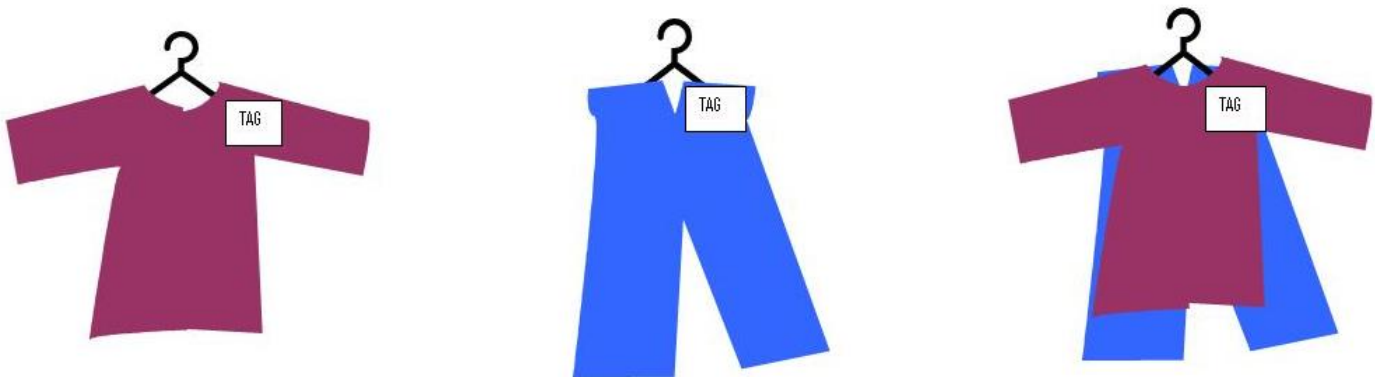
All items that you would like to sell must be entered by 11:59 pm on Wednesday, September 12, 2018. This is the cut-off time for tagging online. We have to download the data onto the computers, so no additional tags can be added or changes made after that time! You are able to print, however, after this time.

USE OF TAGS AND PREPARING ITEMS SO THEY MAY BE SEEN AND SOLD

1. Use only safety pins! No straight pins will be accepted. (Because of the thickness of the cardstock, it may help to use a small hole-punch to create holes at the top of the tag, and then fish the pin through the tag.) **DO NOT USE STAPLES OR A TAGGING GUN TO ATTACH TAGS TO CLOTHING.**
2. Tags should be secured to non-clothing items or bagged items with safety pins or clear packing tape. **DO NOT TAPE OVER THE BAR CODE.**
3. Wire hangers must be used.
4. The hanger hook must face left like a question mark. (see pictures below)
5. When the garment is face up in front of you, pin the tag on the upper right side. (see pictures below)
6. Use additional safety pins to secure skirts, jeans, pants, or 2 or 3-piece items that need to be hung together as an outfit.
7. If a tag is separated from an item, the item will be removed from the sales floor. The item can be claimed at Pick-Up, along with your unsold items.

If items are tagged or hung incorrectly, you will be asked to re-hang or re-tag them correctly (during your Drop-Off time) before they are accepted.

EXAMPLES OF HANGING PROCEDURES



HELPFUL TIPS

Please insert helpful notes on the tag about how the article of clothing fits. For example, “fits like 3T” for size 2T pants would be helpful to the buyer and is acceptable.

PLEASE NOTE: Consignors with a high number of items that are rejected at Receiving, pulled from the sales floor, or returned during the sale for quality will be not be permitted to participate in future sales. Thank you, in advance, for helping us to maintain our high quality standards on items we accept for consignment!

PRICING

- Price should be in increments of 50 cents (i.e. \$0.50, \$2.00, \$3.50, \$7.00).
- Minimum price is \$0.50.
- Example: Any item tagged for **DISCOUNT** and priced at \$5.00 will sell for \$2.50 on Saturday.
- Do not overprice the items you really want to sell. You may package small items together in plastic bags (socks, tights, etc.).
- If you need to modify your tag, make the change in MSM and **print a new tag**. Please note that changes to your inventory need to be made **before** 11:59 pm on Wednesday, September 12, 2018. However, tags can still be printed after this time.

SUGGESTED PRICE LIST

If you need assistance with pricing, please refer to our “Pricing Guide” on the Resale website. **We only suggest these prices as a guideline.** When pricing, ask yourself what would YOU actually pay for the item?

PICK-UP

Pick-up will begin at 4:00 pm on Saturday and will end at 5:00 pm.

Please bring a picture identification card with you to pick up your unsold items.

Any items not claimed by 5:00 pm will be donated to charity.

If someone else is picking up your unsold items, please inform the Receiving Chairperson at your scheduled drop off time.

PAYMENT

1. Consignors who fulfill their 3-hour work assignment will receive 70% of their gross sales; St. Isidore School receives 30% of their gross sales.
2. Consignors who do **not** fulfill their 3-hour work assignment, and did not find a replacement, will receive 50% of their gross sales; St. Isidore School receives the remaining 50% of their gross sales.
3. Checks are usually ready during the week following the sale.
 - Consignors who are school families will receive their check via school mail.
 - Consignors who are not school families will receive their check via U.S. Postal service.
4. From the Consignor homepage, Consignors can view and/or print their Sold Items Report, their Seller Report, their Donation Report, and their Unsold Item Report. These reports are available after each Resale.

Thank you so much for your participation in our resale!