



Don't be busy. Be productive!  
A little planning goes a long way.  
— Goldie the Squirrel

# Chairperson Handbook

# Thanks for volunteering. You are awesome!



**Shipment 1:** In October, you receive the handbook, all the flyers (Coming Soon and Has Arrived), posters, budgeting envelopes, and advertising posters.



**Shipment 2:** About 10 days before the sale begins, you receive the merchandise, bags and wrap, price tents and code posters, tablecloths, banners, and cash register (if requested).

## Advertising Your Shop!

- ♥ 3-4 weeks prior to the start of the shop-Send home the "Watch For" Flyers, hang posters, and announce the shop on the website or newsletter.
- ♥ The week before the event-Send home the "Has Arrived" flyers with a gift guide
- ♥ envelopes attached to them. Some schools print the class schedule on the back.
- ♥ Hang the "Next Week" banner.
- ♥ First day of the shop-Hang the "NOW" banner in front of the school & the door panel in the room where you will hold the shop.
- ♥ Have regular announcements over the PA system regarding the shop.



QUESTIONS? Contact your rep OR email [123shoppegirl@gmail.com](mailto:123shoppegirl@gmail.com) OR Text 253-507-0028

# The Kids' Choice Gift Shoppe® is at our school now!



### GIFT GUIDE ENVELOPES

Please indicate the amount and any other information appropriate to each envelope. All gifts to be the student's choice. The school envelope and envelope are for the school envelope. Use all the information in the envelope to help the child and to help you purchase the gift.

CHILD'S NAME			
TEACHER or ROOM			
A GIFT FOR . . .	INDICATED AMOUNT	ACTUAL AMOUNT	
MOM			
DAD			
BROTHERS & SISTERS	AGE		
GRAND PARENTS			
AMOUNT ENCLOSED →			
AMOUNT OF CHANGE ENCLOSED →			

Please make a check or cash payment for the gift.



### The Kids' Choice® Gift Shop Has Arrived . . .

Dear Parents:  
As announced earlier we have chosen to offer our children the opportunity to purchase gifts for their moms, dads, brothers, sisters and friends this year through a service program called **The Kids' Choice® Gift Shop**.

The shop will be set up in the school in just a few days and will be run under the supervision of local parents and grandparents.  
The gift items are "Kid Priced" from 25¢ to \$10.00, with most of the items between \$1.00 & \$5.00.  
It is our hope that through this program our children will learn about handling money and receive the joy of being able to select a special gift for a loved one.

Additional information may appear on the back.

### The Kids' Choice® Gift Shop Ya Llegó . . .

Estimados Padres:  
Tal como lo anunciamos anteriormente, este año hemos decidido darles a los niños la oportunidad de adquirir los regalos para sus mamás, papás, hermanos, hermanas y amigos a través de un programa de servicios llamado **The Kids' Choice® Gift Shop**.

La tienda abrirá en la escuela dentro de unos cuantos días y funcionará bajo la supervisión de padres y abuelos locales.  
El precio de los artículos de regalo será desde \$ .25 hasta \$10.00. El precio promedio de los artículos de regalo de \$2.00 a \$5.00.

Tenemos la esperanza de que a través de este programa, nuestros niños aprenderán acerca de la forma de manejar dinero y disfrutarán de la experiencia de poder seleccionar un regalo especial para sus seres queridos.

Al otro lado de esta carta puede contener detalles adicionales.

Visit the **The Kids' Choice® Site**:  
[www.kidschoicegiftshop.com](http://www.kidschoicegiftshop.com)

# Welcome to The Kids' Choice Gift Shop®



## Coming Soon . . . The Kids' Choice® Gift Shop

Dear Parents:

We are proud to announce that we have chosen **The Kids' Choice® Gift Shop** for our Children's Holiday Gift Store this year.

The **The Kids' Choice® Gift Shop** will give your children the opportunity to shop for high quality gifts for friends and family in the secure atmosphere of our school. **The Kids' Choice® Gift Shop** program provides our children with an opportunity to make real life shopping decisions...plus they learn that giving is as important as receiving.

Gift items start at less than \$1.00, with most in the \$1.00 to \$5.00 range. We are sending this notice home now for two reasons:

- To give those children who would prefer to purchase their gifts with their own money, enough time to earn that money through chores, etc.
- To ask for volunteer parents and/or grandparents to help us run the shop. If you are interested in helping, please call the school.

## Proximamente . . . The Kids' Choice® Gift Shop

Estimados Padres:

Este año hemos decidido darles a los niños la oportunidad de adquirir los regalos para sus mamás, papás, hermanos, hermanas y amigos a través de un programa de servicios llamado **The Kids' Choice® Gift Shop**.

Tendremos la tienda de regalos lista más adelante durante este mismo año.

El precio de los artículos de regalos empiezan a menos de \$1.00. El precio promedio de la mayoría de los artículos serán entre \$1.00 a \$5.00.

Estamos enviando esta notificación ahora por dos razones:

- Para darle suficiente tiempo a los niños que desean Adquirir los regalos y tengan tiempo de juntar dinero Con su propio esfuerzo.
- Para solicitar a padres y/o abuelos que desean trabajar como voluntarios ayudándonos a atender la tienda. Si esta interesado(a) en ayudar, por favor llame a la escuela.

# Our School's Gift Shoppe will be here Soon!



# Planning and Preparing

- \* Decide on times to be open, usually 25 minutes per classroom.
- \* Put a signup sheet in the teachers' lounge allowing them to choose their best times. [A sample is on the next page.](#)
- \* 3-6 volunteers are needed to help things run smoothly.
- \* Make certain your cash register and/or app are set to the correct prices. **Please don't wait until the first student is lined up to learn how to use it.** If you need help, just contact us.
- \* Fill in your prices on price labels & posters.
- \* Set up about 6-8 tables.
- \* Every shop is set up differently. Some examples are shown, but whatever floor plan works for you is great!
- \* Prices are for your own kids, so keep them as low as possible!!



PRICES FOR YOUR CHILDREN			
	0%	10%	20%
<b>PRICE CODES &amp; YOUR MARK-UP (IF ANY)</b>			
<b>PC 1</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.75</b>
<b>PC 2</b>	<b>\$1.00</b>	<b>\$1.25</b>	<b>\$1.25</b>
<b>PC 3</b>	<b>\$1.50</b>	<b>\$1.75</b>	<b>\$2.00</b>
<b>PC 4</b>	<b>\$2.00</b>	<b>\$2.25</b>	<b>\$2.50</b>
<b>PC 5</b>	<b>\$3.00</b>	<b>\$3.50</b>	<b>\$3.75</b>
<b>PC 6</b>	<b>\$4.00</b>	<b>\$4.50</b>	<b>\$5.00</b>
<b>PC 7</b>	<b>\$5.00</b>	<b>\$5.50</b>	<b>\$6.25</b>
<b>PC 8</b>	<b>\$6.00</b>	<b>\$6.75</b>	<b>\$7.50</b>
<b>PC 9</b>	<b>\$7.00</b>	<b>\$8.75</b>	<b>\$8.75</b>
<b>PC 10</b>	<b>\$8.00</b>	<b>\$9.00</b>	<b>\$10.00</b>
<b>PC 11</b>	<b>\$9.00</b>	<b>\$10.00</b>	<b>\$11.25</b>
<b>PC 12</b>	<b>\$10.00</b>	<b>\$11.25</b>	<b>\$12.50</b>
<b>PC 13</b>	<b>\$12.50</b>	<b>\$14.00</b>	<b>\$15.75</b>
<b>THE FIRST COLUMN IS THE SCHOOL COST.</b>			
<b>PRICES HAVE BEEN ROUNDED TO QUARTERS.</b>			
<b>HIGHER PRICES ARE NOT RECOMMENDED.</b>			

# GIFT SHOP CLASSROOM SCHEDULE

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

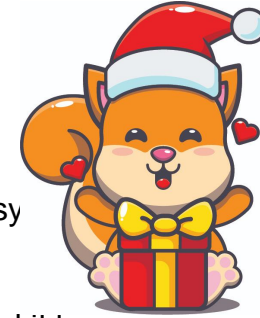
FROM	TO	ROOM

Date

FROM	TO	ROOM

FILL IN THE DATES AND TIMES FOR SHOPPING.  
POST IN STAFF ROOM AND ALLOW THEM TO SELECT THEIR PREFERRED TIMES.

# SETTING UP:



- Place tables with the lowest price codes by the cashier.
- Have a cash register by the exit, to allow for easy student flow.
- Place tables in a U-shape or an L-shape to make shopping and monitoring easy
- Display products by price, with labels/stickers separated by the color tape.
- Have a wrapping table after the check-out table. Volunteers can help younger children.
- Supplies to have on hand: stapler, black or silver Sharpies, pens, tape, cash box or register, and start-up change (suggested is \$20 in quarters, \$30 in \$1's, and the rest in \$5's).
- Give the cashier the “Daily Cashier Report” to fill out at the beginning of the sale and at the end of EACH day of the sale.
- **REORDERING FYI-THE AVERAGE OVERNIGHT REORDER BOX COSTS ABOUT \$100 JUST TO SHIP! PLEASE HELP US KEEP OUR PRICES AS LOW AS POSSIBLE.**
  - Only reorder if the product is **REALLY** needed! It is not necessary to have everything in stock. There are many options in price groups.



\* At the end of the shop, you should only have about 10-20% of your total inventory to return. \*

Email or fax reorder by noon to: [azkk@cox.net](mailto:azkk@cox.net) or Fax 888.525.7814

Reorders are sent “Next Day Delivery”. FedEx **does not** always deliver in the morning and **does not** guarantee next-day delivery during December. A FedEx tracking number will be emailed to the email address on your reservation for each shipment.



# The Kids' Choice Gift Shop®

**WISH LIST REORDER FORM  
TO RECEIVE YOUR ORDER TOMORROW,**

**PLEASE EMAIL OR FAX BY NOON TODAY TO:**

Email -azkk@cox.net or Fax - 888.525.7814.

SCHOOL NAME:
CHAIRPERSON NAME:
CHAIRPERSON PHONE:
ADDRESS:
CITY STATE & ZIP:

QTY	CODE	DESCRIPTION
<b>Price Codes #16 &amp; #1 are the same price.</b>		
<b>Price Codes #16 &amp; #1 are the same price.</b>		
<b>Price Code #2</b>		
<b>Price Code #3</b>		
<b>Price Code #4</b>		

QTY	CODE	DESCRIPTION
<b>Price Codes #5</b>		
<b>Price Codes #6</b>		
<b>Price Code #7</b>		
<b>Price Code #8</b>		
<b>Price Code #9</b>		

QTY	CODE	DESCRIPTION
<b>Price Codes #10</b>		
<b>Price Codes #11</b>		
<b>Price Code #12</b>		
<b>Price Code #13</b>		
<b>Supplies</b>		

**IF YOU DON'T HAVE TIME TO MAKE A LIST, JUST WRITE "ANYTHING" IN THE PRICE GROUP. ONE OF OUR MOMS HERE WILL SEND A VARIETY.**

APP INFO WILL  
BE ON THIS  
PAGE.





# Request your Return Labels

- Pack up the leftover merchandise into as few boxes as possible.
- If you were loaned a cash register, return it in the same cash register box it came in. Please use the tablecloths as additional packing around it.
- Fill out the No Inventory Billing Form.
- Place the following items in an envelope to mail to: **Holiday Shoppe Warehouse 5355 N. 51<sup>st</sup> AVE SUITE 17 GLENDALE, AZ 85301**
  - Daily Cashier Report
  - No Inventory Billing Form
  - “X” Total Cash Register Tapes
  - And your payment (check payable to Holiday Shoppe Warehouse) **DO NOT RETURN WITH THE CASH REGISTER!!**

For FedEx labels, email or text [123shoppegirl@gmail.com](mailto:123shoppegirl@gmail.com) or 253.507.0028. We will email you the FedEx labels. Tape them to the boxes. Place boxes and register in the office for FedEx. Call 1.800GOFedEx (1.800.463.3339) & ask for a pickup. They will pick up within a day or two. There is no charge to your school. OR you can take them to any FedEx location.



School: \_\_\_\_\_ Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

WE NEED \_\_\_\_ LABELS (ONE PER BOX).



***THANKS! YOU'RE A HERO FOR THE KIDS!***

# Daily Cashier Report

SCHOOL \_\_\_\_\_ CITY/STATE \_\_\_\_\_

Day 1 \_\_\_\_\_ (DATE) Cashier \_\_\_\_\_ (Name or Initials)

- AFTER you have practiced on the register and are ready to begin your shoppe, Run an "X" Total **BEFORE** you begin. Turn key to "X" and press "CA/Amt Tend"
- Write the "X" Total on **LINE 2**. Example: On the Register tape look for this area:

NET TOTAL No	789
	\$1,234.56 →

The "X" total is \$1,234.56

- Turn key back to REG. Run your sale!

Line 1 \$ \_\_\_\_\_ Line 2 \$ \_\_\_\_\_ **==** \$ \_\_\_\_\_  
(X at END of day) (minus) (X at BEG of day) (equals) (TOTAL SALES)

- Run an "X" Total **AT THE END** of the day and write it on **LINE 1**.
- Subtract Line 2 from Line 1 which gives you the **TOTAL of TODAY'S** sales.
- The **TOTAL** should match the amount of money in the cash drawer **LESS** the amount of your start-up change.
- **KEEP ALL** of the "X" Total register tapes to turn in at the end of your sale.

Day 2 \_\_\_\_\_ Cashier \_\_\_\_\_

Line 1 \$ \_\_\_\_\_ Line 2 \$ \_\_\_\_\_ **==** \$ \_\_\_\_\_  
(X at END of day) (Line 1 from Yesterday) (TOTAL SALES)

- Write the amount of **YESTERDAY'S** Line 1 on today's **LINE 2**.
- Turn key back to REG. Run your sale!
- Run an "X" Total **AT THE END** of the day and write it on **LINE 1**.
- Do the math!

Day 3 \_\_\_\_\_ Cashier \_\_\_\_\_

Line 1 \$ \_\_\_\_\_ Line 2 \$ \_\_\_\_\_ **==** \$ \_\_\_\_\_  
(X at END of day) (Line 1 from Yesterday) (TOTAL SALES)

(Same as Day 2)

Day 4 \_\_\_\_\_ Cashier \_\_\_\_\_

Line 1 \$ \_\_\_\_\_ Line 2 \$ \_\_\_\_\_ **==** \$ \_\_\_\_\_  
(X at END of day) (Line 1 from Yesterday) (TOTAL SALES)

(Same as Day 3)

Day 5 \_\_\_\_\_ Cashier \_\_\_\_\_

Line 1 \$ \_\_\_\_\_ Line 2 \$ \_\_\_\_\_ **==** \$ \_\_\_\_\_  
(X at END of day) (Line 1 from Yesterday) (TOTAL SALES)

(Same as Day 4)

- If you run your sale longer than 5 days, please attach additional days.
- When sale is over, use this information to complete the "No Inventory Billing Form."

**Please turn in this sheet, "X" Total Tapes, No Inventory Billing Form, and Payment at the conclusion of your sale.**

Thank you so much! We appreciate your business!



# Holiday Shop® Steps at a Glance:

- \* Shopping Dates: \_\_\_\_\_ to \_\_\_\_\_
- \* Reserve Space at school for: \_\_\_\_\_ Confirmed: \_\_\_\_\_
- \* Place Notices in Newsletter: Date Done: \_\_\_\_\_
- \* Send Home "Watch For" Flyers: Date Done: \_\_\_\_\_
- \* Place Posters around the school: Date Done: \_\_\_\_\_
- \* Display the banners: Dates Done: \_\_\_\_\_
- \* Send Home "Has Arrived" Flyers & Envelopes: Date Done: \_\_\_\_\_
- \* Obtain \$100.00 in change from Treasurer: \_\_\_\_\_
- \* Schedule Volunteers: \_\_\_\_\_
- \* Post Classroom Schedule in Teachers' Lounge: \_\_\_\_\_
- \* Put Classroom Schedule in Teachers' Mailboxes: \_\_\_\_\_
- \* Advertise the classroom shopping dates: \_\_\_\_\_



# The Kids' Choice Gift Shop



Resign For Next Year & Receive \$200 in Goldie's Golden Acorns for your Students!



School Name: \_\_\_\_\_

# of Students: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

School Phone #: \_\_\_\_\_ School Fax #: \_\_\_\_\_

## Sales Information:

Have you had a Holiday Shop before? Yes or No: \_\_\_\_\_

Previous Years Sales: \$ \_\_\_\_\_

When do you plan on running your sale?

- During school hours
- During School & Weekdays after school
- During School, After School & Weekends

Choose your profit:

- 0%
- 10%
- 20%
- Custom

Estimated Start Date: \_\_\_\_\_

Estimated End Date: \_\_\_\_\_

## Contract & Agreement: (Please Sign & Return via email to your Sales Rep)

Chairperson Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Chairperson Email: \_\_\_\_\_

Chairperson Cell Phone: # \_\_\_\_\_

Ok to Text Msg? Yes or No: \_\_\_\_\_

Terms Posted: <https://www.kidschoicegiftshoppe.com/sign-up>

Read Terms - Yes or No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



\$200 in Goldies Golden Acorns  
when you sign for Fall 2024 by  
2/28/2024!

