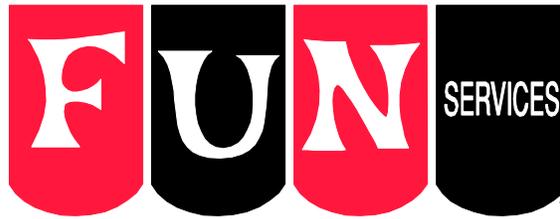




Sir Fun Bear



**FUN SERVICES**

**HOLIDAY GIFT SHOP**

**INSTRUCTION AND PROMOTION**

**BOOKLET**

**1-800-882-9924**  
**954/971-8668**

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# Welcome!

The Holiday Gift Shop program is an excellent service project or small fundraiser for your school and parent group to provide. This program enables the children to buy gifts for their family and friends, by themselves, so that the purchases remain a secret until the holidays.

The program is exciting to the children because they are really buying the gifts themselves. However, they do receive proper assistance from parent group members and volunteers. The atmosphere is warm, familiar and non-commercial, with no selling pressures. Yet, it is so true-to-life that it is an exciting and educational experience for any child, especially since the gifts are his/her secret alone.

This success manual was designed to assist a “First Time Chairperson” or the “Seasoned Veteran” in all aspects of the Gift Shop Program. Included in this manual are some general guidelines and instructions. Keep in mind that this is a flexible program; you may find that some of our suggestions will not work for your sale and you may have some good ideas that we have not thought of. This manual has everything you will need to make your shop a terrific success.

The Holiday Gift Shop program is an easy and enjoyable program for your students, staff, and volunteers and for you as the program chairperson.

If you have any questions, please call us at 954/971-8668 or 1-800-882-9924.

## ADVANCE PREPARATIONS

1. Coordinate your DATES and plans with the Principal.
2. Arrange for a room or area of a room to be used for the duration of your sale. Some Possibilities: empty classroom or portable, stage, part of Media Center etc. Wherever you can best control the traffic. Have students enter in one way and exit out another way if possible. The area should also be in a protected area that can be locked when the shop is not open.
3. PUBLICIZING (see page 3)
4. RECRUIT VOLUNTEERS (see page 4)
5. Fun Services will ship Flyers, Money Envelopes, Posters, Stickers and on the packing slip enclosed in this box you will have directions on how to get and play your Holiday Gift Shop Kick off Video. This box will ship to the school in October to the Chairperson's attention that is listed on our Customer Agreement. On the packing slip enclosed in this box you will have directions on how to get and play your Holiday Gift Shop Kick off Video. A letter will be sent at the same time to the chairperson's home to notify you of this shipment being sent to the school. Please go to the school and locate this box(s) and put in a safe place.
6. IMPORTANT: Attach money envelopes to the flyers at least two weeks before distribution so that if you are short we will have sufficient time to MAIL extras to you. Our reams of paper from the printing company are not always 100% accurate, so don't get caught short too late.
7. DELIVERY OF YOUR MERCHANDISE WILL BE SCHEDULED BY FUN SERVICES and is usually Two or MORE business days before your shop is designated to begin. Please check with office or custodian or principal to make arrangements where to store the merchandise until the shop begins. **Please inform the office where the merchandise will go at delivery so they can tell our driver where to put your merchandise in the school. FIRST FLOOR DELIVERIES ONLY.**

**Set up of shop is not recommended on the day of delivery as Fun Services cannot guarantee the time of delivery**

# PROMOTE PUBLICIZE PROMOTE

You can never promote/publicize your Holiday Shop too much. Prepare all of your Publicity/Promotion materials well in advance so that when things start getting busy you may simply release them.

- 1. Newsletter:** Great place to advertise the Holiday Gift Shop!!
2. Have the PTA/PTO mention the program at any of your functions e.g. Open Houses, General Meetings, etc. These are also good times to have a volunteer sign-up sheet!
- 3. Social Media** – Make posts on your schools Facebook page, Website and Twitter leading up to your shops opening as well as during the shop to promote it.
4. If your school has never done a Holiday Gift Shop, have the principal or the chairperson explain to the teachers what the program is all about. **TEACHER LETTER** see page 13. The children shop for gifts for family and friends in a safe, familiar, and non-commercial atmosphere. They learn to make choices and learn money management and coin identification. Do this **Six Weeks** before your shop begins. At this time start scheduling classes for the Holiday Shop. (see page 5).
5. Send out the Dear Boys and Girls Letter (see page 14) **Four to Five Weeks** before your shop begins. This is a letter explaining to the students the Holiday Gift Shop program and how they might earn extra money to do their Holiday shopping.
6. Send out the Dear Parents Letter (see page 15) on school or PTA/PTO stationery announcing the Holiday Gift Shop program and give particulars about the event: Date, Times, etc. **Three Weeks** before your shop begins.
7. Place Posters (provided by Fun Services) at least **Two Weeks** before your shop begins in strategic areas around the school to stimulate interest. Play the 3-minute Holiday Gift Shop Kick off Video via link provided on packing slip of your Flyers and Envelopes box, in your scanning cash register notebook and the body of the email with this manual (provided by Fun Services) for the first time. (You can also find the video on our website on the Holiday Gift Shop page)
8. Send out the Color Flyer and Money Envelope (provided by Fun Services) at least **One Week** before your shop begins. Play the 3-minute Holiday Gift Shop Kick off Video via link provided on packing slip of your Flyers and Envelopes box, in your scanning cash register notebook and the body of the email with this manual (provided by Fun Services) for the second time.
9. Arrange PA Announcements the week before your Holiday Shop reminding the students that the Holiday Gift Shop is coming and to be sure to bring in their Money Envelope and money to shop on their designated day. Play the 3-minute Holiday Gift Shop Kick off Video via link provided on packing slip of your Flyers and Envelopes box, in your scanning cash register notebook and the body of the email with this manual (provided by Fun Services) **Daily** while you are having your Holiday Gift Shop.

# Recruiting Volunteers

This is probably the **MOST IMPORTANT** TO DO!!!!!!!

1. Send home a Holiday Shop Helper letter (see page 17) Send this home **Four to Five Weeks** before your shop begins.
2. RECRUIT WORKERS: Through your school newsletter, open houses, general meetings, PTA/PTO or School Website, Facebook Page, Twitter, Classroom Mothers, Grade Chairs, Team Leaders and School Organizations. Some schools are equipped with phone systems that will call all parents at home with a message. This may be a good tool to recruit helpers for your Holiday Shop.
3. Some schools have found grandparents and senior citizens are a terrific source of volunteers. Some schools have used this program as a 5<sup>th</sup> grade project or fundraiser and 5<sup>th</sup> graders help the younger students shop.
4. We recommend 6 to 8 volunteers at all times (this depends on the size of the school.) Try to have a minimum of four adult volunteers at all times. Have only one person in charge of scheduling and recruiting.
5. Have one cashier per day. Choose the people to handle money at your shop carefully! **People you know and trust.**
6. Arrange for two to three volunteers for set-up and closing of the shop.

# Scheduling Classes

1. Suggestions for scheduling:

PLEASE CONSULT WITH THE PRINCIPAL IN REFERENCE TO HOW AND WHEN TO SCHEDULE CLASSES FOR THE HOLIDAY GIFT SHOP!!!

A. We suggest you get a schedule for your classes from your administration so every class is given a set time to shop.

B. Post schedule on the Teacher's Bulletin Board or Give each Grade Team Leader a blank schedule for their grade to Shop. Let the teacher's pick their time. This will help you and the teachers.

C. Schedule the classes to go during their media, music, Art, PE or any other special class time. This provides each class with a set date and time to ensure every class gets the same amount of shopping time without disrupting their academic schedule.

2. Allow a few minutes in between classes when scheduling. See Sample:

Date _____	Grade _____
8:30 _____	10:00 _____
8:55 _____ Teacher's Name	10:25 _____ Teacher's Name
9:00 _____	
9:25 _____ Teacher's Name	SPECIAL NOTE: You may want to allow a longer time For Kindergarten and 1 <sup>st</sup> Grade to shop.
9:30 _____	
9:55 _____ Teacher's Name	

3. Times vary depending on the start and finish of the school day.
4. When you distribute the Color Flyers and Money Envelopes, remind the teachers with a copy of the schedule with their date and time highlighted. (The back of the color bilingual flyer is blank and can run through your school copy machine. This is an excellent place to print the class schedule so both the parents and the teachers may prepare for their shopping day & time.)
5. Give the secretaries in the office a copy of the schedule. This helps them when parents call in with scheduling questions. Just before school lets out each afternoon the office can announce the classes that are shopping the next day.
6. Post the Holiday Gift Shop class schedule on your school website, Facebook page and twitter account.

# **SETTING UP YOUR GIFT SHOP**

1. Have tables available for display of gifts. You should get Eight six-foot tables or SIX eight-foot tables, and tables for your cashier(s).
2. Supplies Needed: Calculator, Pencils, Staplers and Staples, Cash boxes and petty cash.
3. **RECEIVING MERCHANDISE:** Look for a box with a neon label containing your paperwork folder, door panel and tablecloths. Boxes are marked on the outside of each box.

INSTRUCT YOUR VOLUNTEERS OF THE FOLLOWING:

DO NOT WRITE ON ANY BOXES, GIFT BOXES, DISPLAY BOXES, BROWN BOXES OR WHITE BOXES.

**DO NOT PUT PRICES OR PRICE STICKERS OF ANY KIND ON ANY GIFT BOXES ETC. PRICE STICKERS EVEN IF REMOVED EITHER TEAR THE GIFT BOX OR LEAVES A STICKY RESIDUE. THEY WILL NOT BE RETURNABLE FOR CREDIT!!!!**

4. Tablecloths are provided by Fun Services. After covering your tables with tablecloths place the merchandise out where you are going to display the items. (see 4a-4e)

4a. You will receive **ONE** set of inventory sheets in your red & white striped paperwork folder. (This folder will be in your paperwork box marked with a neon label.) Please keep this for your records.

4b. Each box of merchandise will have a LETTER or NUMBER CODE on the box. Each box has a matching inventory sheet with that letter or number code in the top left-hand corner E.G. if you have BOX "A" you will have an inventory sheet Box A.

4c. Check all boxes in and inventory all merchandise with quantities on the sheets. If error exists, **DOUBLE CHECK YOUR COUNT**. If error does exist make correction on your paperwork and inform Fun Services BEFORE your shop begins.

4d. Arrange gifts most expensive first and work your way down to the least expensive.

4e. Place boxes of merchandise behind or under the display tables in the order that it appears on the table making it easy for volunteers to find and get to. It will also help when you need to know what items to re-order.

## **SETTING UP YOUR GIFT SHOP**

5. Some chairpeople like to put a lot of merchandise on the tables, just remember that theft can be a costly problem. Put out one or several samples of each item unless it is an assortment and/or a display. Extra stock can be kept directly under the table or against the wall behind the tables.

5a. When you take the gift out of its gift box for display purposes put all empty gift boxes into one empty box and tape a large piece of paper on the storage box saying "EMPTY GIFT BOXES FOR DISPLAY ITEMS. Put items back into their box before selling or returning. **NOTE: GIFTS WITHOUT THEIR GIFT BOXES CAN NOT BE RETURNED FOR CREDIT.**

6. Once you have set up your shop the way you like it, place the tent card or Table Label on the tablecloth directly in front of each gift item.

\*Tent cards can be a useful tool, if you run out of an item you can remove the tent card from the table (place next to the cash register, DO NOT THROW AWAY) so the children do not feel like they are missing out and pick something else during their shopping time. At the end of the day you can use the tent cards you removed from the table to help place your reorder. Once you receive the item again you can place the item and tent card back on the table.

\*\*Table Labels cannot be removed without tearing the table cloth.

## **RUNNING THE SHOP**

1. Handling of Money: Use a Cashier. *Again, be sure to use cashiers that you know and trust.*
2. Be sure to have enough change to start your sale. We suggest:

2 rolls.....nickels.....	4.00	56 each.....\$1.00 bills.....	56.00
4 rolls.....dimes.....	20.00	12 each.....\$5.00 bills.....	<u>60.00</u>
6 rolls....quarters.....	60.00		\$200.00
3. NOTE: Chairperson should arrange to.....
  - A. Begin each day with a set amount of change.
  - B. Remove excess money from cash drawer/money box at regular intervals throughout the day and place in a safe or safe place.
  - C. **Collect, Count and Deposit your monies at the end of each day.**  
**BE AWARE YOU WILL BE HANDLING LARGE SUMS OF MONEY.**
4. Be sure CHECKS from students are made out to your organization and make sure you write the students name, teacher name and phone number on the check.
5. When a child provides a VOUCHER from the bottom of the parent letter with an authorization code treat it as if they provided you cash. **Example:** If the child has a \$20.00 voucher and only spends \$16.00 then you would provide the student with \$4.00 change. (We recommend you keep some blank vouchers in the front office and in the holiday gift shop. This way a parent that forgot to give a child money and does not have any cash on them can use a smart device to go online and use a credit card to give their child a shopping voucher with an instant authorization code.) SEE
- 5a. If a child loses their shopping voucher you can go online to check if they had one, make sure you have not already let a child spend it and then once you have verified that you can replace the voucher. (Make sure you then keep a note not to take a voucher with that name on it once you replace it.)

## **STUDENTS SHOPPING**

1. Have the teacher or adult volunteer accompany their class to the sales room to assist in the supervision of the children.
2. Younger students will need one on one attention. As a student enters the shop check the amount of money they are spending and who they need to purchase gifts for using the money envelope. (You may want to provide a tally sheet to help the child keep track the amount they are spending. See pg. 0
3. Fun Services provides shopping bags and various sizes of gift bags. Gifts should be put in appropriate size gift bag.
4. After students pay for their purchases have them leave the area or sit down.
5. Limit the number of students shopping to a number your staff can handle. The other students should sit in chairs (if possible) until it is their turn. We recommend that you **DO NOT** allow backpacks or large jackets in the shopping area.
6. During your shop if you encounter any BROKEN ITEMS place the broken item into one empty white box and mark that box BROKEN ITEMS. You need to keep any and all broken items in this one box so it won't be sold as good merchandise at your school or any other school after your returns come back to Fun Services.

# CREDIT CARD SHOPPING VOUCHER INSTRUCTIONS

Your families now have the opportunity to pay with a credit/debit card prior to their child's shopping day! The parent letters provided give the details and website where your families can prepay and complete the voucher their child can use in your Holiday Gift Shop.

You will have access to all of the online purchases made using your login credentials at [www.paythankyou.com](http://www.paythankyou.com). You will receive log in information via email so make sure to watch for that. You will need to use the link provided in your email to change your password within 24 hours.

If a voucher is lost or stolen, you can verify the purchase online. Please keep the vouchers to be counted at the end of each day.



**SHOPPING VOUCHER**  
For use in Fun Services' Holiday Gift Shop only.

Student's Name:

AUTH CODE:

Amount Purchased \$

Parents/Guardians; transactions can be looked up by the chairperson if voucher is lost or destroyed.

When your students come in with their voucher, please treat it like cash. Make sure that their voucher has been completed; including the **Student's Name, AUTH Code and Amount Purchased**. If their purchase is less than the amount written on the voucher, you could see if they want to use the remaining amount or provide them change from your change drawer/box.

## Shopping Voucher Frequently Asked Questions

Q. When will I have access to my school's Pay Thank You account?

A. You will receive an e-mail with log-in credentials in mid to late November.

Q. Can we give change to our students?

A. Yes, if your student did not spend the full amount of their voucher, you can give them change. You will receive credit for the full voucher amount at the end of your program if you include it in your daily sales totals.

Q. Do we need to track how much change is given if a voucher is used?

A. No.

Q. What happens if a student loses their voucher?

A. The chairperson has been given login credentials to view any/all purchases made. Simply write down the student's name, voucher AUTH CODE and dollar amount, and proceed as normal.

Q. Do we need to return the vouchers to Fun Services?

A. No, you do not need to return them. We suggest holding on to them until after your shop has been completed in case a parent/guardian has a question or concern. The chairperson can also compare used vouchers to the reports available to ensure proper amounts.

Q. What happens if a student turns in a voucher with false information?

A. Since the voucher will have the student's name on it, we recommend treating it like a bad check. You would contact the family and ask for the correct amount from that family.

Q. Can we accept a photocopy of a voucher?

A. Yes, if it has a new AUTH CODE. Some families may need to copy their parent letter because a relative like Grandma or Grandpa want to give their grandchild money to shop with. Parents can simply have their relatives purchase a voucher online and provide the parent with the AUTH CODE and dollar amount.

Q. Is there an additional fee to the school for using the Shopping Vouchers?

A. No, there is a small fee charged to each person when they purchase a voucher. This helps us to keep our prices down and avoids any additional fees to the school.



## App Directions –

- 1) To download the app –

You can go to our website – [Funsouthflorida.com](http://Funsouthflorida.com) and select the correct link from the MR FUN GIFT SHOP APP BANNER on our home page. (APPLE app store for iOS users and Google Play store for android users)

Without using our website, you can search on your device in -

iOS Apple users – The APP store search Mrfungiftshop and select install

Android users – The Google Play Store search Mrfungiftshop and select install

**NOTE: YOU WILL ONLY NEED INTERNET/WIFI ACCESS TO DOWNLOAD APP & LOG IN**

- 2) Log in with your assigned username, school code and password (Located on the front page of the notebook that is in the cash register box)

**NOTE: DO NOT LOG OUT UNTIL YOUR SHOP ENDS**

- 3) Press **Let's Go Shopping** (SCAN & Search circles will appear)
- 4) Press SCAN (if you choose to scan) the camera will open, focus over the barcode either on the item or on the Tent Card or Table Label until you hear the beep, the item will be added to your cart. ***(your app is automatically set to continuous scan, if you do not like that you may change by going to Account then to Settings and turning off that feature.)***  
OR Press **Search items** (Keyboard will appear)

Enter four-digit item code, and then select the item box below to add item to your cart.

Press **Search items** again and repeat until student has selected all of their items.

\*To remove an item swipe left on item you would like to delete and then press delete

\*To enter more than one of an item simply press the + sign in the description box

5) Once the student has selected all of their items press the **COMPLETE** in the bottom left hand corner. (Calculation box will appear)

6) Press **Amount Tender** (Keyboard will appear)

\*you need to enter amount given example 2050 the app will automatically make it \$20.50)

ANDROID USERS then press NEXT on the keyboard

iOS Apple Users then press DONE on the keyboard

**NOTE: IF YOU HIT COMPLETE AND ENTER AN AMOUNT LESS THAN THE TOTAL YOU WILL HAVE TO "X" OUT OF THE CALCULATION BOX AND REMOVE ITEMS TO CONTINUE AND COMPLETE THE ORDER.**

7) A new Calculation box will appear, you will see the number of items sold, total, amount paid and change due.

**PRESS DONE INSIDE THE CALCULATION BOX, THIS WILL TAKE YOU TO NEW ORDER SCREEN**

**\*\*\*IF A CHILD CHANGES THEIR MIND OR YOU SCANNED ITEMS JUST FOR PRICING AND ARE NOT SELLING THEM MAKE SURE YOU DELETE THEM< DO NOT CONTINUE TO COMPLETE THE SALE!**

**FOR ANY QUESTIONS PLEASE CALL –  
(800)882-9924 OR (954)971-8668**

## **RETURNING UNSOLD GIFTS**

- 1. TAKE INVENTORY ON THE DAY YOU CLOSE by using your EXPRESS CHECK OUT FORM (which is in your red & white striped paperwork folder)!!** Fun Services makes many pick-ups of returns on the day you are scheduled for pick up and our trucks start these pick-ups as soon as school opens. Don't wait until pick up day to count your returns. *(When closing your shop on Friday more than likely we will have a driver in your area ready to pick up all of your unused merchandise, bags and register. We pick up shops till 8:00pm, the custodians are usually on campus until then. Please make sure you let the front office staff, Aftercare staff and custodian know where the left-over merchandise is so that we may pick up without you having to be there!)*
- 2. Count all items you are returning and record them on your EXPRESS CHECK OUT form.** Please DO NOT USE ZEROS! If you have sold out of an item just leave the space blank. **FAX YOUR EXPRESS CHECK OUT FORM IMMEDIATELY TO Fun Services @ (954) 971-0680 and RETURN A COPY OF THE EXPRESS CHECK OUT FORM WITH YOUR MERCHANDISE RETURNS TO FUN SERVICES.** *(A \$100 inventory charge will be imposed to any organization that does not inventory OR does not return the EXPRESS CHECK OUT form filled out and faxed to Fun Services and a copy placed with your returns.)*
- 3. Be sure to include broken items in the BROKEN COLUMN on your EXPRESS CHECK OUT form.** Keep Broken merchandise in one box and mark that box "BROKEN" so these items won't be sent to other schools as good merchandise.
- 4. PACK RETURNS NICELY** into as few boxes as possible for pick up, keeping small items in separate packages. You may use bags if the original package or container is missing. Put heavy items on the bottom. Items should be consolidated together, NOT thrown together. Return ALL unused GIFT BAGS, SHOPPING BAGS, STICKERS, FLYERS, and MONEY ENVELOPES.
- 5. Items missing their Gift Box, Items with price stickers or residue from removed price stickers are NOT RETURNABLE.** (See pg 13 for Returning unsold merchandise instructions)

1. If you have no pick up date indicated on your customer agreement please call Fun Services to arrange one.
2. If returning via UPS please call Fun Services for instructions.
3. PLEASE inform the appropriate staff in the office as to WHERE your returns are located so they can tell our driver where to go in the school to get the returns.

4. **YOU MUST RETURN THE “EXPRESS CHECK OUT” FORM WITH YOUR RETURNS!**

5. There will be a large red sticker stapled to your Express Check Out directions. Please place this sticker on the box that your Express Check Out paperwork is in so we may find your paperwork easily.
6. If your check is ready, (be sure to include Florida State sales tax), attach the check to your Express Check Out form. Then put everything inside the box with the red sticker.

# Invoice

You must FAX your completed Express Check Out including the Email address of the treasurer, check writer and the chairperson to- Fun Services fax (954) 971-0680, as soon as you finish inventory. You must also return a completed copy of the Express Check Out form with your merchandise returns.

You will receive your final invoice by email within 48 hours of your **Faxed Express Check Out and/or your Merchandise Pick up.**

**Payment is due within 7  
business days.**

**\*\*LATE PAYMENT COULD RESULT IN  
FORFEITING ANY CARNIVAL DISCOUNTS  
RELATED TO THIS HOLIDAY GIFT SHOP  
AND ANY AND ALL SIGN-UP BONUSES.**

# FLORIDA STATE SALES TAX

To help you with State of Florida Sales Tax Liability questions. Here is a reprint from Florida Congress PTA's that was sent to all members several years ago.

## **SALES TAX INFORMATION FOR VENDORS**

1. Vendors must be registered with Florida Department of Revenue and pay sales tax to same.
2. PTA's are not licensed to collect and/or remit sales tax. They must pay the vendor the sales tax on the wholesale price of any items purchased for resale. The vendor must, in turn, remit that sales tax to the Florida Department of Revenue.
3. Please do not confuse PTAs. They are not tax exempt when it comes to reselling products. They must pay sales tax on anything they purchase for **resale**.
4. It is illegal to offer or to pay sales tax for the PTAs.
5. For further clarification, please contact the state PTA office or the Florida Department of Revenue.

## Florida Sales Tax Rules

### 12A-1.0011 Schools Offering Grades K through 12; Parent-Teacher Associations; and Parent-Teacher Organizations

(3) SALES OF SCHOOL MATERIALS AND SUPPLIES AND FUND-RAISING  
ITEMS.

(a) The sale of school books used in regularly prescribed courses of study in schools offering grades K through 12 is exempt. School books include printed textbooks and workbooks containing printed instructional material, such as questions and answers, that are used in regularly prescribed courses of study in schools offering grades K through 12.

(b) The sale of yearbooks, magazines, newspapers, directories, bulletins, and similar publications distributed by schools offering grades K through 12 is exempt.

(c)1. Schools offering grades K through 12 and parent-teacher associations or parent-teacher organizations whose primary purpose is to raise funds for such schools may pay tax to their suppliers on the cost price of items in lieu of registering as a dealer, obtaining a Consumer's Certificate of Exemption, or collecting tax on their sales of the following taxable items:

a. School materials and supplies purchased, rented, or leased for resale or rental to students attending grades K through 12;

b. Items sold for fund raising purposes, such as candy, photographs, greeting cards, wrapping paper, and similar fund raising items;

c. Items sold through vending machines located on the school premises;

d. Food and beverages sold through vending machines located on school premises in locations other than the student lunchroom, student dining room, or other area specifically designated for student dining. See subsection (4).

2. Example: A parent-teacher association operates a book store selling school supplies, such as pencils, paper, and notebooks, to elementary school students. The parent-teacher association is not registered as a dealer. The parent-teacher association must pay tax to its suppliers on items sold to students in the book store, but is not required to collect sales tax from the students purchasing items from the book store.

(d)1. Schools offering grades K through 12, parent-teacher associations, and parent-teacher organizations that do not elect to pay tax to their suppliers on the purchase of items, as provided in paragraph (c), must register in the same manner as other dealers and collect and remit tax on taxable transactions. (See Rule 12A-1.060, F.A.C.) As registered dealers, schools offering grades K through 12, parent-teacher associations, and parent-teacher organizations may issue a copy of their Annual Resale Certificate (Form DR-13) in lieu of paying tax on the purchased items for the purposes of resale.

2. Example: A parent-teacher organization holds a fund raising event to purchase additional computers for the school library. The students and faculty will obtain orders for a variety of gift items that will be purchased from a company engaged in the business of assisting schools with fund raising events. The parent-teacher organization collects the orders, determines the gift items that have been ordered in total, and places

its order with the company. Payment to the company is made directly by the parent-teacher organization. If the parent-teacher organization does not pay sales tax to the company for its purchases of gift items, the parent-teacher organization must register as a dealer and collect and remit sales tax on its sales of the gift items. The parent-teacher organization may extend a copy of its Annual Resale Certificate to purchase the gift items tax exempt for the purposes of resale.

## **TO ALL TEACHERS:**

This year our parent group will hold an in-school holiday store. The gifts are moderately priced to fit every child's budget. Some of the quality gifts offered will be jewelry, mugs, tools, sports items, and gift items for mom, dad, grandma, grandpa, brother, sister, etc.

We feel that the Holiday Gift Shop program will be an excellent opportunity for the children to gain experience in selecting and purchasing gifts for family members. Also they can learn budgeting, coin recognition, and handling money.

We will either post a sign-up sheet in the Teacher's Lounge for you to select the time you wish to take your class through the Holiday Gift Shop or post the schedule provided to us by administration so that you will know in advance your date and time for your class to shop.

If you talk about the program to get the children excited, it will help to make it the success we would like it to be.

Thank you for your help.

Sincerely,

Chairperson

## DEAR BOYS AND GIRLS:

Our parent group is having a Holiday Gift Shop for you at the school and we want to tell you about it.

Our store is a special place where you can buy gifts for your mom, dad, grandparents, brother, sister, and friends. All of the gifts will be moderately priced, and there will be adults there to help you.

Just think how exciting it will be to really buy your own gifts and keep them “secret” until the holidays. You can take home the gifts you buy at the store and keep them hidden until the holidays.

Because you will need money to do your shopping, you may want to talk this over with your parents and have them suggest ways you might earn extra money.

Here are some ways you might earn money:

1. Keep your room especially clean.
2. Wash and/or dry the dishes.
3. Set and/or clear the table.
4. Empty and/or load the dishwasher.
5. Take out garbage.
6. Clean the garage.
7. Fold laundry.
8. Take care of your brother/sister.
9. Read more library books.
10. Make your bed.

You should not expect to be paid if some of the above ideas are already your regular chores. You should earn this money by doing EXTRA chores and things that are not normally expected of you.

Please take this letter home and read it with your parents. The way you can earn the money to purchase these gifts is entirely between you and your parents. They may have further suggestions and you may too.

Sincerely,

Chairperson

DEAR PARENTS:

We are proud to announce that we will be sponsoring an in-school Holiday Gift Shop program. It is designed to enable the students to select their own special holiday gifts for their family and friends. They have so much fun, they hardly know they are participating in this valuable learning program.

We will have quality gifts for the children to choose from, in all price ranges. The items include sports items, jewelry, novelties, mugs, and much more.

Since the shop is set up at school, and supervised by parents, the atmosphere is warm, familiar, and non-commercial. It gives the young shopper the opportunity of buying the gifts on his/her own, not to mention the learning experience of comparing and budgeting their money.

In order to make this a success for the children, we will need some volunteers to be "Holiday Helpers," to help stock the gifts and assist the students in choosing the best gifts for the amount of money they have to spend.

If you would like to help us during the days of the shop, please fill out the form below and send it back with your child no later than \_\_\_\_\_.  
The dates of the Holiday Gift Shop will be from \_\_\_\_\_  
through \_\_\_\_\_.

Sincerely,

Chairperson

-----  
Cut along line and return to school with your child by \_\_\_\_\_.

I WILL BE HAPPY TO BE A "HOLIDAY HELPER"

Name \_\_\_\_\_ Phone \_\_\_\_\_

Child's Name \_\_\_\_\_ Room# \_\_\_\_\_

SELECT WHICH DAY AND TIME WOULD BE BEST FOR YOU

PLEASE CIRCLE YOUR PREFERENCE

DATE \_\_\_\_\_ TIME \_\_\_\_\_      DATE \_\_\_\_\_ TIME \_\_\_\_\_  
DATE \_\_\_\_\_ TIME \_\_\_\_\_      DATE \_\_\_\_\_ TIME \_\_\_\_\_

# Volunteer Reminder

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for volunteering to help with our Holiday Gift Shop. I am sure you will enjoy being a part of the excitement as the children select special gifts for their family and friends in a safe and comfortable environment.

It is because of your dedication to our children that will make our Holiday Gift Shop a joyous event for everyone!

The date(s) and time(s) you have selected are:

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Helpful hints for a smooth and enjoyable shopping experience for children and volunteers:

1. Make sure you are a registered and cleared volunteer for your school.
2. When at all possible please allow the children to make their own selections.
3. If an item is sold out please help the children make another selection, **DO NOT PROMISE** that we will get more. This is part of the learning experience.
4. If we should sell out of several items, we will place a reorder at the end of the day.

Thank you in advance for all of your dedication and support.

Sincerely,

Holiday Gift Shop Chairperson

Contact Phone Number (    ) \_\_\_\_\_



# SALES TALLY

FOR: \_\_\_\_\_  
(Student's Name)

- GIFT#1 \_\_\_\_\_
  - GIFT#2 \_\_\_\_\_
  - GIFT#3 \_\_\_\_\_
  - GIFT#4 \_\_\_\_\_
  - GIFT#5 \_\_\_\_\_
  - GIFT#6 \_\_\_\_\_
  - GIFT#7 \_\_\_\_\_
  - GIFT#8 \_\_\_\_\_
  - GIFT#9 \_\_\_\_\_
  - GIFT#10 \_\_\_\_\_
  - GIFT#11 \_\_\_\_\_
  - GIFT#12 \_\_\_\_\_
- TOTAL AMOUNT - \$ \_\_\_\_\_

Cashier: Enclose this slip with student's merchandise as a cash receipt.



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# SALES TALLY

FOR: \_\_\_\_\_  
(Student's Name)

- GIFT#1 \_\_\_\_\_
  - GIFT#2 \_\_\_\_\_
  - GIFT#3 \_\_\_\_\_
  - GIFT#4 \_\_\_\_\_
  - GIFT#5 \_\_\_\_\_
  - GIFT#6 \_\_\_\_\_
  - GIFT#7 \_\_\_\_\_
  - GIFT#8 \_\_\_\_\_
  - GIFT#9 \_\_\_\_\_
  - GIFT#10 \_\_\_\_\_
  - GIFT#11 \_\_\_\_\_
  - GIFT#12 \_\_\_\_\_
- TOTAL AMOUNT - \$ \_\_\_\_\_

Cashier: Enclose this slip with student's merchandise as a cash receipt.



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# SALES TALLY

FOR: \_\_\_\_\_  
(Student's Name)

- GIFT#1 \_\_\_\_\_
  - GIFT#2 \_\_\_\_\_
  - GIFT#3 \_\_\_\_\_
  - GIFT#4 \_\_\_\_\_
  - GIFT#5 \_\_\_\_\_
  - GIFT#6 \_\_\_\_\_
  - GIFT#7 \_\_\_\_\_
  - GIFT#8 \_\_\_\_\_
  - GIFT#9 \_\_\_\_\_
  - GIFT#10 \_\_\_\_\_
  - GIFT#11 \_\_\_\_\_
  - GIFT#12 \_\_\_\_\_
- TOTAL AMOUNT - \$ \_\_\_\_\_

Cashier: Enclose this slip with student's merchandise as a cash receipt.



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