



**JOB:** Merchandising

**TEAM:** Fundraising

**LAST UPDATED/CHANGED:** April 2019

**JOB DESCRIPTION:**

This jobholder is responsible for the sale of NVNS merchandise and plate-making fundraising efforts.

**JOB DUTIES:**

- Keep inventory of all NVNS apparel and other sale items.
- Place orders for additional items, as needed.
- Sell NVNS merchandise at Orientation, Parent Meetings, Plate-making Day and any other special events in which Alumni and current families are invited, under the guidance of the Fundraising Chair.
- Take orders for plate-making project, order supplies, and attend plate-making days in Fall.
- Encourage families to sign up for eScrip-linked grocery cards and remind them to use the Shop & Support links on the NVNS website when shopping at Amazon and at the eScrip Online Mall.
- Submit final value of in-stock merchandise to our Treasurer and Administrative Coordinator at the end of the school year.

**JOB REQUIREMENTS:**

- Attend all Parent Meetings.
- Periodic out-of-pocket spending which will be reimbursed by the school.
- Participate in one Housekeeping Saturday per year.
- Attend Plate-Making Day in Fall and Spring.
- Attend Orientation and special events

***T-Shirt Vendor***

The T Party (Dave)  
1755 Industrial Way, Napa  
252-7223  
tpartynapa@msn.com

## **General Information:**

### **T-Shirts/School Apparel**

- NVNS apparel includes: children's and adult t-shirts, women shirts (short and long sleeved), children's and adult sweatshirts (hooded, zipper and crew neck), aprons, tote bags, and bumper stickers.
- Apparel is sold at all Parent Meetings and several other special events each year. Some items are kept in stock and others are purchased/ordered with an order form and delivered to the family at a later date. You will need to track sales on a blank inventory sheet as you sell.
- You will need to arrange a cash bank with Treasurer in advance of all sales and return change, collected cash and checks to the Treasurer at the end of the sales period.
- Our supplier, Dave, at T Party, will permit orders of any quantity and it takes approximately 4 – 7 days to get items. Tie-dye items require a minimum order of 12 with a two-week lead time.
- Hold checks until orders have been filled and then put them in the Treasurer's cubby for deposit.
- Our vendor will give you an invoice when you pick up the order. Make a copy for your file for inventory purposes and provide the original to the treasurer.
- At any point if you think that using another vendor should be considered, you will need to provide a proposal to the Board for consideration and voting.
- If you would like to suggest a change in design, style or logo for any NVNS items, you will need to submit a proposal to the Board for consideration and approval.
- Check with t-shirt vendor regarding item cost changes. Report changes to Fundraising Chair and determine if there will be changes made to pricing for families.
- Check inventory of in-stock items and update electronic inventory sheet.
- The majority of apparel sales are made in the first two months of school. Kids t-shirts are the most popular item we sell so be sure we have at least two of each size and color refer to the sales tracking spreadsheet to see previous sales history to help with your purchasing decision. You also want to keep in mind that orders can be placed at any time, so for adult inventory, try to sell what we have and place special orders for anything in addition as there is no extra cost to do so. Give 2 weeks to receive order.

### **Plate-making**

- Check plate-making supplies for the year.
- Coordinate with the Director to see what else needs to be purchased and make required purchases (late September).
- Attend plate-making days in Fall and Spring (check with the Director for specific dates). Assist with set-up and clean-up on these days.
- Take orders and collect payment for plates. Submit orders to Makit Products.

- Call alumni families when plates are ready to let them know they may pick up their plates (since they are no longer in the school, they will need to be notified by phone or email).
- Deliver plate orders (only if necessary due to late arrival of product near winter holidays).

## **SEPTEMBER**

- Sell shirts at Orientation, show up for the final hour and set up shirts in the hallway, Play Yard or Room 1 (check with the Director and Job Coordinator). Bring a copy of the current inventory to keep track of sales. Try to bring single dollars for change. Give the money to the Treasurer once all orders are filled. Update the inventory.
- When selling shirts make sure that each sale has an accompanying order form. Keep a copy of each order form in order to have a back of your inventory at the Annual Audit.
- Sell shirts at the first Parent Meeting. Show up at least 15 minutes early to set-up in Room 1 and sell before the meeting. Be prepared to sell during the meeting if there is a break, and after the meeting. Again, bring change and a copy of the current inventory to track sales.
- Make an announcement at the Parent Meeting regarding t-shirt sales and ordering,
- Place t-shirt order forms in the blue cubby.
- Check with the Director on remaining plate-making supplies. Place any necessary orders.
- Submit a note to the Newsletter Editor for the October newsletter giving t-shirt ordering information and plate-making information.

### **End of the Year**

Our tax preparer will need a final value of all in-stock merchandise at the end of the fiscal year (6/30). This value should be calculated by our cost, not what we sell the items for. It is okay to use current vendor cost (i.e. what our expense would be to replace the in-stock items now) instead of going back and checking what we paid when items were initially purchased from the vendor. This should be done as close to the end of the year as possible, when it is unlikely other items will be sold. Please send the monetary value amount to both the Treasurer and the Administrative Coordinator.