

# **OJR Education Foundation**

## **Consignment Sale Information Packet**

### **Saturday, March 24 8:00 am – 12:30 pm**

#### **OPPORTUNITY**

To sell children's items at the OJR Education Foundation sale and earn a rate of 70% of your total sales. The Education Foundation will earn 30% of the seller's total sales. The Education Foundation provides funding for the mini grant program for all OJR teachers. Sellers will be given four shopping passes for the presale and be able to get the best selection of merchandise.

#### **PROGRAM INFORMATION**

Seller: A person who wishes to sell gently used children and teen clothing and other items. After registering for the sale a seller will be assigned a number and can then prepare items for sale using the Education Foundation tags. The seller is given three passes for the presale. The seller is responsible for working a two-hour shift during the sale or set up. All sellers are expected at 12:30 for clean up.

Donator: A person who wishes to donate clothing or children's items for the sale may donate it to the Education Foundation. Volunteers will tag the items and prepare it for the sale. The donor can request one presale pass and is not expected to work during the sale. Donators are not required to register. (If you are able to tag your donated items for the sale you will be eligible to receive more presale passes.) Please email us at [ojrefsale@gmail.com](mailto:ojrefsale@gmail.com) if you are interested in donating.

#### **REGISTRATION – DUE by March 16th**

- **NEW – REGISTER AND PAY ONLINE!** [www.ojref.org](http://www.ojref.org)
- You may also register by submitting the registration form to the Administration Building c/o OJREF Consignment Sale. The Administration Building is open Monday- Friday 7:00 AM – 5:00 PM. Forms may be emailed to [ojrefsale@gmail.com](mailto:ojrefsale@gmail.com) and fees may be mailed to or dropped off at the Administration Building.
- You may buy tags via the registration form and pick them up at the Administration Building.
  - **Red Tags** – (not donated and not reduced) - Use for all items not to be discounted at 11am and unsold red tags items will be returned to the seller. Sellers will be responsible for picking these items up after the sale, by 2:00 pm. Red tags are available for \$2.00 for a pack of 50 tags. Sellers who want a small number of red tags may request 25 tags for \$1.00.
  - **White Tags** – (not donated but can be reduced) – Use for items that can be reduced during the 50% off sale time. These items will be returned to the seller. Sellers will be responsible for picking these items up after the sale, by 2:00 pm. White tags are available for \$2.00 for a pack of 50 tags.
  - **Blue Tags** – (donated and reduced) – Use with items that will be reduced during the 50% off sale time and items that will be donated, if unsold. Sellers donating all proceeds to the OJR Education Foundation should use Blue Tags.

#### **WORK SHIFTS FOR SELLERS**

Every seller must sign up for a 2 hour sale preparation or sale shift AND all sellers are asked to be available for clean up at 12:30. If you cannot volunteer during one of the times mentioned, please make other arrangements with us.

A sign-up genius link will go out one week before the sale and will list the available volunteer shifts.

## **SALE CONTACTS**

Allie Hess [ojrefsale@gmail.com](mailto:ojrefsale@gmail.com)

Joyce Shutt [ojrefsale@gmail.com](mailto:ojrefsale@gmail.com)

Kathleen Hocker (610) 469-0594 or [khocker@ojref.org](mailto:khocker@ojref.org)

OJR Administration Building Address: 901 Ridge Road Pottstown, PA 19465

## **ITEM DROP-OFF**

When: Thursday, March 22nd from 4:00 pm – 7:00 pm

Friday, April 1 from 8:00 am – 9:45 am (all items must be placed by 9:45am)

Where: OJR Middle School gymnasium

Notes:

- Sellers are asked to place their items out on the sale floor at this time. Members of the Education Foundation and volunteers will then arrange and organize everything before the presale on Friday evening.
- Any items that do not meet the guideline requirements will be removed from the sale prior to the presale. Education Foundation volunteers may remove an item at any time prior to or during the sale.

## **END OF SALE PROCEDURE**

- Unsold item Pick-Up is by 2:00 pm, Saturday. (Items will be placed in the box / bin you provide with your Seller number clearly labeled).
- **ALL unclaimed items will be donated to charity.**
- Following the sale, you will be notified when your check is ready.

## **SALE SCHEDULE**

### **Thursday, March 22, 2018**

4:00 pm - 7:00 pm Drop off

### **Friday, March 23, 2018**

8:00 – 10:00 Drop-Off, if needed

5:30 pm Presale begins for Sellers and Volunteers

6:30 pm Presale begins for all OJR employees (any OJR badge accepted for entry)

8:00 pm Presale ends; last minute preparations for Saturday morning.

## Saturday, March 24, 2018

7:30 am	First shift volunteers arrive
8:00 am	SALE begins!
11:00 am	50% off sale begins
12:30 pm	Sale ends and begin clean-up; sort unsold items to charities & sellers
1:30-2:00 pm	Sellers pick-up unsold items
2:00 pm	Estimated end of cleanup

## Please review the list of acceptable items for the sale

Choose **high quality** clothing items to consign. **Be sure all clothing and children's items are clean, stain free, and in good condition.** Items that are not appropriate for the sale will be removed – dirty and stained clothing will be removed from the sale floor, out of season clothing may be placed in bins under sale tables.

### Clothing-

ACCEPTED	NOT ACCEPTED
Baby and children's shoes	Out of season clothing
Baby and children's clothing up to size 16	Underwear (unless new in package)
Juniors brands and style clothing	Clothing that shows signs of wear, pilled, stained, torn, or is out of style cannot be accepted. If more than one child has worn the item, it may be worn out.
Maternity	

**Children's Items-** Please make sure all children's items are clean, contain all parts and are in working order. Items that are not appropriate or on the not accepted list will be removed from the sale floor.

ACCEPTED	NOT ACCEPTED
Toys and games	VHS tapes
Outdoor play equipment	Older or recalled baby equipment
Pack n Plays	Stuffed animals
Tricycles/bikes/riding toys	Pacifiers or bottle nipples (unless new in package)
Strollers	Sleeping bags
Nursery and room décor	Bed pillows
Children's Furniture	Comforters larger than twin size

Activity mats	Toys/equipment that have not been wiped/washed clean
Diaper bags and baby carriers	Toys/equipment with missing essential parts (e.g. exersaucers
DVDs and books for children	without toys or accessories)
Safety gates and Bed rails	
Baby monitors	
Bed linens	
Exersaucers, high chairs, and booster seats	
Dance costumes	
Princess attire	
Belts	
Bags and purses	
Sporting equipment	
Toy storage racks and bins and shelves	

**THESE ITEMS WILL BE FEATURED IN SPECIAL DISPLAYS (subject to change)**

- Name brand athletic clothing - Nike, Adidas, Under Armor
- OJR Spirit wear
- Philadelphia sports teams
- Toys that are new in original packaging

**These items are subject to the PA Bedding and Upholstery Laws, ideally these items are dropped on Thursday, the day before the pre-sale:**

- Chairs with cushions
- Strollers with padded seats
- Comforters for cribs or twin beds
- Pack N Play mattresses
- Exersaucers or other padded baby items
- Baby carriers

These items will be cleaned and have a PA yellow consumer tag attached to the seller tag on the Friday of the pre-sale.