

# Sir Fun Bear's Holiday Gift Shop Guide Book



**funservices.us**  
**770-607-8300**  
**1-800-200-4386**



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# Welcome to Sir Fun Bear's Holiday Gift Shop!

Congratulations on selecting an excellent program and fundraiser for your school! Fun Services brings you over 50 years of experience as the original supplier of in-school holiday shopping programs. Our program is designed to bring the joy of gift giving to your students, while also learning valuable lessons in budgeting and money management.

This program is exciting for students because they are getting to choose gifts themselves in the safety and comfort of school. With a festive atmosphere, it will be an experience that they never forget!

Please read this Success Guide prior to beginning your shop – it includes step-by-step instructions, ideas, and reproducible templates that will make running your shop easy and fun for everyone. It is broken into three main sections: Before Your Shop, During Your Shop, and After Your Shop. After reading the guide, use the Table of Contents to quickly reference any information you need during your shop. Although instructions involving the gift inventory should be followed closely, any of the ideas for hosting your shop can be adapted to meet your school's specific needs.

If you have any questions about the information included in this Success Guide, please call us. We are happy to help answer any questions and want you to have a wonderful shop that is memorable for volunteers, staff, and students at your school!



# Holiday Gift Shop Timeline:

The following guide will help simplify the timeline of running a holiday gift shop from signup to closing. This is just a guideline – please modify as needed to meet the needs of your school!

## 8+ Weeks Before Your Shop:

- Confirm your dates with your principal and send in your agreement to Fun Services.
- Reserve the space for your shop (some common area spaces get reserved quickly during the holidays for other activities!)
- Determine how many volunteers you will need.

## 6 Weeks Before Your Shop:

- Review this Success Guide in full and call Fun Services with any questions.
- Count all of your Sir Fun Bear's Holiday Gift Shop promotional materials: parent letters, posters, stickers, etc. Notify Fun Services of any shortages.

## 4-5 Weeks Before Your Shop:

- Make your first morning announcement
- Send home parent letter/envelope
- Send out volunteer signup information
- Make a morning announcement
- Begin scheduling teachers and classes for shopping
- Create your volunteer schedule

## 3 Weeks Before Your Shop:

- Make a morning announcement
- Hang your Promotional Posters
- Put a reminder notice in parent communications
- Begin your social media campaign

## 1-2 Weeks Before Your Shop:

- Make Morning Announcements Each Day
- Share video announcement on social media/website
- Finalize volunteer schedule
- Confirm room, tables, decorations, etc are available

## During Your Shop:

- Make daily announcements
- Schedule social media reminders
- Complete Daily Sales Sheet
- Send in reorders by 3pm EST.

## After Your Shop:

- Pack remaining items in as few boxes as possible
- Additional boxes can be returned for recycling
- Calculate your earning totals using the Daily Sales Sheet
- Include your check in your cash register drawer
- Schedule pickup of your shop with a Fun Services representative

# Section 1: Before Your Shop



Promotional Materials  
Promoting Your Shop  
Setting Up For Success  
Sample Sales Room Diagram  
Cash Codes  
Ways for Students to Pay

## **Promotional Materials:**

In your box of promotional materials, you should have the following:

- 1. Bilingual Parent Letters/Money Envelopes**
- 2. Posters**
- 3. 'It's almost my turn to shop' Reminder Stickers**

**Parent Letters:** You will receive enough letters to distribute to each child; letter quantities are based on the student count entered on your Holiday Gift Shop agreement. Each letter contains information that tells parents about the program. Each letter also contains an attached money envelope for students and parents to budget their funds together. Additionally, a QR code allows parents to access an online payment system for cashless payments.

**Posters:** Write your shop dates and times on your posters. Place posters in highly visible areas for both children and parents.

**'It's almost my turn to shop' Reminder Stickers:** Give these stickers to the teachers to distribute to their class. These students are perfect to send home with students the day before their class shops. They work as a paperless reminder, so there is less chance of it getting lost in their backpacks.

## **Promoting Your Shop:**

Promoting your Sir Fun Bear's Holiday Gift Shop will create excitement, help recruit more volunteers, and secure the help of staff and teachers. Here are some helpful tips for successfully promoting your shop:

1. Start promoting your shop several weeks before your shop begins.
2. Begin by informing your teachers! Post an informational flyer in teacher work rooms and send an information email that can be forwarded to staff.
3. Post to social media pages and the school website. Use our social media graphics to keep parents informed about your shop.
4. Display your posters in highly visible areas of the school. Posters serve as a great visual reminder for parents while also getting kids excited about shopping.
5. Use the sample script to make morning announcements promoting your shop (see pg. \_\_\_\_).
6. When we are excited, teachers are excited. When teachers are excited, **kids get excited**. Don't underestimate the power of enthusiasm when promoting your shop.

## **Setting Up For Success:**

Promoting your Sir Fun Bear's Holiday Gift Shop will create excitement, help recruit more volunteers, and secure the help of staff and teachers. Here are some helpful tips for successfully promoting your shop:

### **Table Arrangement:**

Secure tables to display gifts for your shop. Set up the tables in a way that suits the size of your space. Be mindful of the flow of traffic in and out of your shop. There should be space for students and volunteers to pick, purchase, and wrap gifts. Use the sample diagrams on page \_\_ for ideas on setting up your space.

### **Item Placement:**

Once your tables have been set up, choose how you will display gifts. Some schools prefer to place items in categories such as Mom, Grandma, Dad, etc. Others like to arrange gifts in order of price to make budgeting easier on the students. Place the provided sticker labels to your tablecloth/table labels so that students can easily see prices for each item. DO NOT place price stickers directly on gifts or gift boxes.

### **Supplies:**

Many of the supplies needed to run a successful shop are included with your merchandise. Other helpful supply items include: calculators for students and volunteers, pencils and budgeting papers (see pg. \_\_) to write down gift items, and permanent markers to label gift bags.

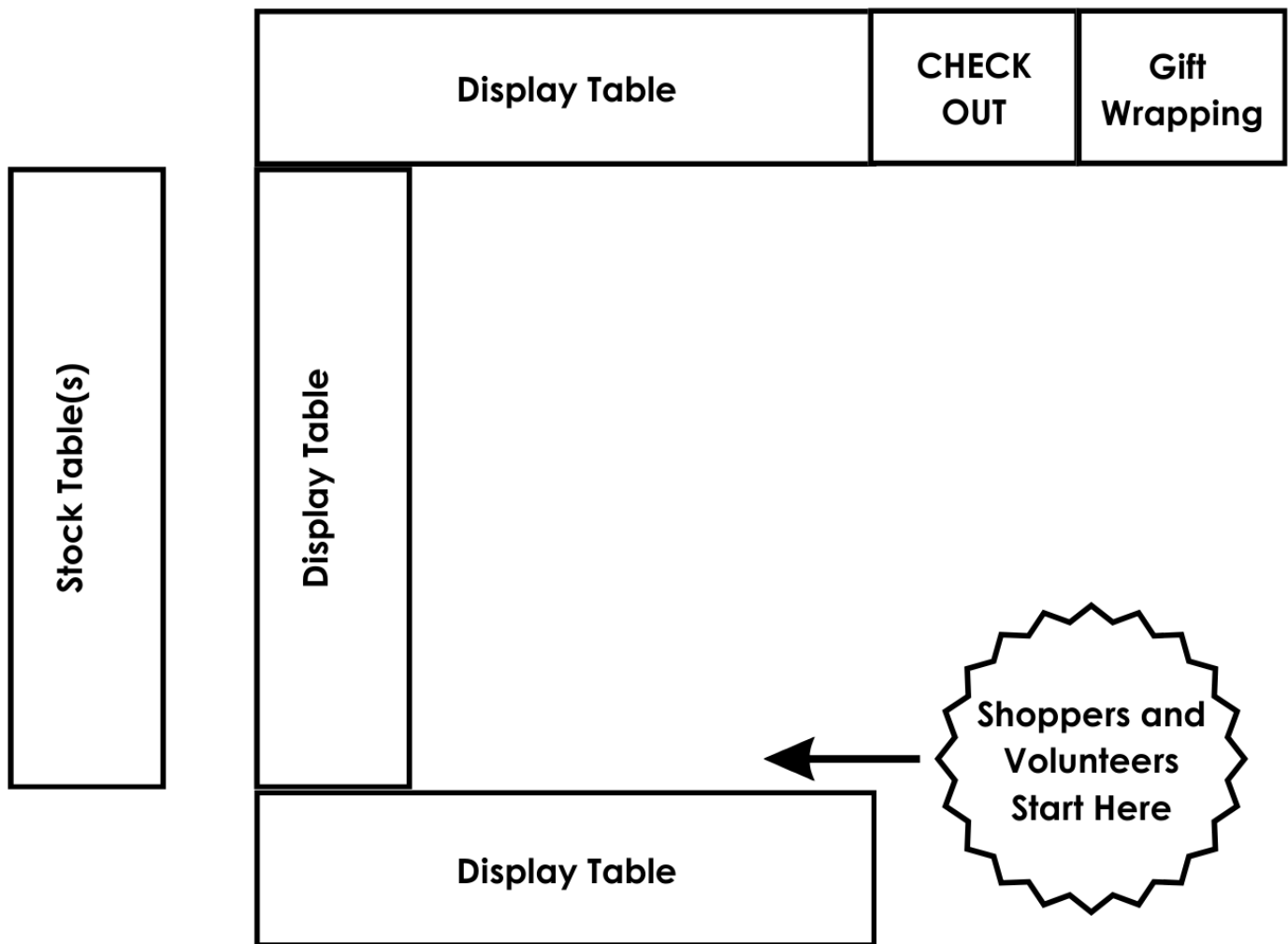
### **Decorations:**

If space permits, add festive decorations to the walls and doorways. A festive environment with music and decorations will make your students' shopping experience more memorable!



## Sales Room Diagram:

Below is one of the more popular setups for the Holiday Gift Shop. By creating a "U" shape, kids and volunteers can easily access gifts, checkout, and wrapping.



## **Cash Codes:**

### **What are cash codes?**

Cash codes are the number that you will use to ring up student orders.

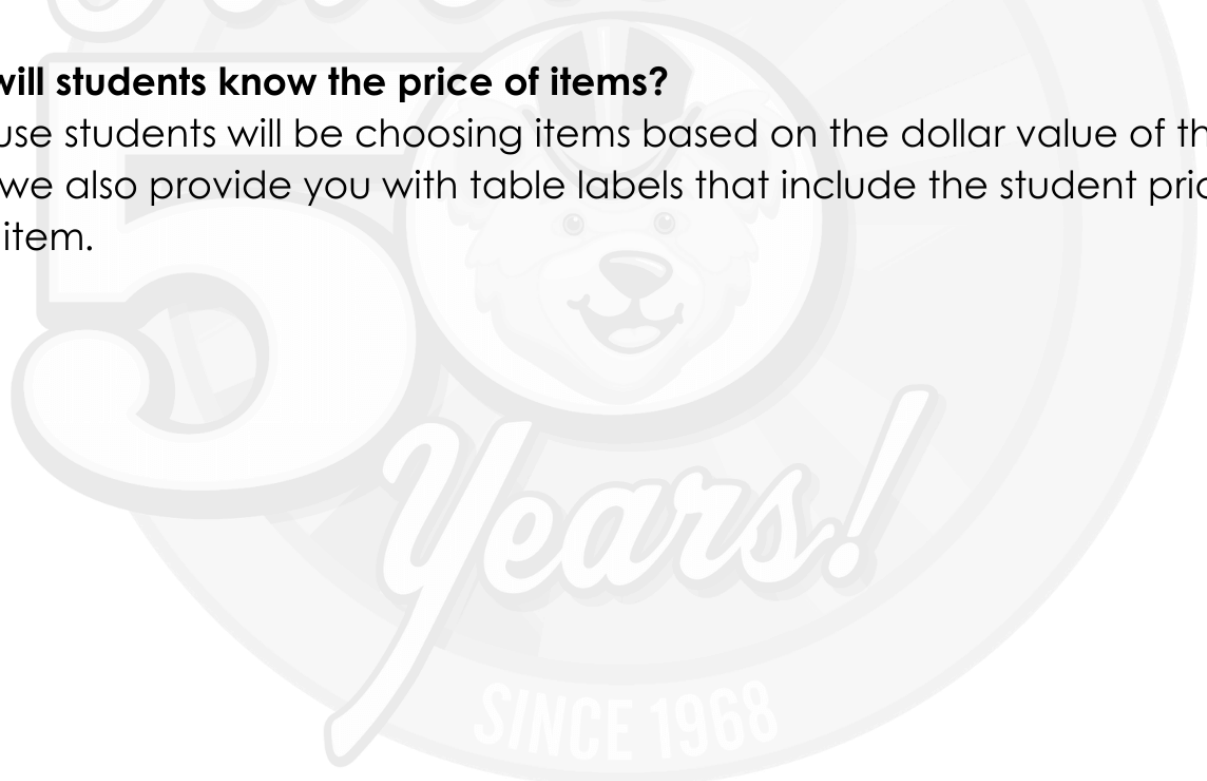
### **How are cash codes used during the shop?**

Your cash register and cash register app will be programmed to your chosen profit level, so you don't have to worry about memorizing prices at the register. Simply type in the code on the gift (typically located near the barcode) or scan the barcode into the app.

Your gift merchandise will also arrive organized by cash code. Similar coded items will be grouped together to make organization of items simple for you.

### **How will students know the price of items?**

Because students will be choosing items based on the dollar value of the item, we also provide you with table labels that include the student price of each item.



## ***Ways for Students to Pay:***

### **Cash**

This is the most popular form of payment. Be sure to have change available during your shop!

### **Checks**

Students can bring in checks. Checks must be made payable to your school/parent group – NOT Fun Services.

### **Credit Cards**

Parents can purchase gift vouchers for the holiday shop through our online payment system. These payments work like a gift card for the students to use.

### **Fun Bucks**

You will receive \$100 in Fun Bucks with the delivery of your shop merchandise. Fun Bucks can be spent like cash in your shop – just don't give change back on Fun Buck purchases. You can choose how to distribute your fun bucks. Many schools give Fun Bucks to the counselor so that students who might not be able to shop can be given money to shop. Other schools use Fun Bucks as an academic/behavior incentive.

## Section 2: During Your Shop



Volunteer Instructions  
Running Your Shop  
Reorders  
Broken and Damaged Items

## ***Volunteer Instructions:***

1. It is best to have a team leader, or one volunteer, each shift that is familiar with all procedures.
2. Overlap shifts by 10 minutes to give volunteers time to acquaint themselves with the set up and shop procedures. This makes for a smooth transition and gives a few minutes of wiggle room for arrival (and less opportunity for moments of volunteer shortage!).
3. Volunteers should act as helpers. Some ideas for helping students choose items include counting money, budgeting for each person on their list, and guiding students to sections of items in their price ranges.
4. There should be a volunteer ready to help students checkout, either through the cash register or cash register app.
5. It is helpful to have an additional volunteer assigned to gift wrapping, especially with the lower grade levels.
6. Have enough volunteers assigned per shift so that someone can watch the tables at all times. Check your displays at the end of each class. Make sure all gifts are in their proper places and no samples are missing. Remember to sell from your stock inventory first!

## ***Running Your Shop:***

1. Plan for an average of 30-40 minutes for each class to shop (lower grades will take the higher end of the average time).
2. The simplest way to organize class times is to schedule by grade levels. This allows volunteers to get into a groove with each grade level's needs. It also allows grade level teachers to stay on the same lesson schedule. Have each teacher accompany their class to the shop to assist in supervision of the children.
3. Each student should have a money envelope when they enter the shop. Limit the number of children shopping to a maximum of two children per volunteer.
4. Display one of each gift. When a child chooses an item to purchase, the volunteer should get their item from the stock table (usually behind the item tables). If all inventory of an item is sold, the display item can be sold.
5. **DO NOT** take orders from children or issue rain checks on sold out items. We may be unable to re-stock certain items. If an item is sold out, suggest an alternate choice for the student.
6. Students should check out with the cashier and then step to the gift-wrapping table to complete their shopping experience. A volunteer should help them wrap their gifts and then place gifts in the plastic shopping tote. Write the student's name on the shopping tote.

# Reorders:

Reorders allow you to restock items in your shop that have sold out or reached low quantities. Please familiarize yourself with the following procedures prior to placing your first reorder; following these procedures helps ensure that you receive your reorders in a timely fashion.

## Reorder Procedures

1. When your shop has run out of 4+ items, it is time to place a reorder.
2. Complete the reorder form for any items needed (found in your red and white striped folder). Please list the EXACT quantities that you need (not 1 box, 1 pack, etc).
3. Fax or email your reorder into Fun Services by **3:00 PM**. Reorders received after this time cannot be guaranteed for next day delivery.
4. **Call Fun Services to confirm that your reorder has been received.** Do not assume that your reorder has been received. We cannot guarantee fulfillment of any reorder that is not confirmed by phone.

## Reorder Policies

1. All order quantities are subject to availability. Comparable item substitutions may be sent in the case of unavailable items.
2. **DO NOT ISSUE RAINCHECKS!** If there is an item out of stock, recommend other available choices to students. If your shop has a “makeup” day scheduled, you can write a pass for the student to return and see if it was restocked (but do not guarantee it).
3. You can submit **ONE** reorder per day.
4. Quantities requested may be adjusted. We will call to verify sales before filling large orders; usually large orders may have quantities scaled back.
5. We aim to have all reorders delivered by **10:00 AM** the following day.

## ***Broken and Damaged Items:***

### **During Your Shop:**

If you encounter any broken or damaged items during your shop, put them in a box and mark it as “damaged.”

If a student makes a purchase and then finds out the item is broken or damaged, have them return it to you and replace it with another of the same item. Contact us if that item is no longer in stock.

### **After Your Shop:**

Fun Services will gladly replace any item that is broken or damaged. If a gift is found to be broken or damaged during the holidays, the student may return the gift to your school. The school should then contact Fun Services; we will ship the needed item(s) to the school. If the item is no longer available, we may refund the money or ask for a substitution.

Satisfaction is guaranteed on all gifted purchased from your Sir Fun Bear's Holiday Gift Shop.



# Section 3: After Your Shop



Closing Your Shop  
Figuring Your Bill  
Pickup of Merchandise  
Congratulations!  
Next Steps

## **Closing Your Shop:**

Once your final shopper has checked out, it is time to close out your shop. Follow the steps below to make packing up simple:

1. Check to make sure all merchandise is in original packaging before packing into boxes. Be sure that all returned merchandise has not been labeled by your school/parent group. **Any items that have been stickered, taped, or marked on cannot be returned; they must be included in your final sales total.**
2. Package items together in as few boxes as possible. For example, place all Mom pens in the same box. Try to place sturdiest items on the bottoms of boxes so that more fragile items don't become damaged in transport.
3. Place any broken or damaged items in their own box. Please mark this box as "DAMAGED." You are not billed for any broken or damaged items, but this box prevents these items from being placed back into our stock.
4. Return any unused gift bags and plastic shopping totes. Do not return used tablecloths, door banners, and posters.
5. Complete your daily sales report.
6. **Place your check due to Fun Services in the cash register drawer.**
7. Please return the cash register in the original box along with all of the original packing materials.

## **Figuring Your Bill:**

Unless prior written arrangements have been made with Fun Services, your organization should have a check made payable to Fun Services in your cash register drawer ready to be picked up by our driver when your shop is over. Failure to do so will result in the loss of any bonuses due unless you have prior written approval.

Figuring your bill is simple; we have included a Daily Sales Report worksheet in your red and white striped folder that will walk you through the process. We ask that you complete this worksheet and put it in the register with your check to Fun Services.



## **Pickup of Merchandise:**

Fun Services will call you near the conclusion of your shop to verify that unsold merchandise and payment is ready for pickup. Please notify the front office of where the merchandise and cash register boxes are located for pickup.

When our driver arrives to pick up the merchandise, he/she will verify that the daily sales report and check are in the cash register drawer.



# Congratulations!

You have completed your Sir Fun Bear's Holiday Gift Shop Program!

We sincerely hope that you and your shoppers have enjoyed this program and have made many memories!

We appreciate you, your volunteers, and your school for all the hard work you've done. We know this is a busy time of year for everyone, and it is only because of you that we are able to continue doing what we love each holiday season!

Please do not hesitate to contact us if you have any questions or comments – we value your input and ideas. It is input and collaboration with schools like you that have helped shape our program into the best shop on the market today.



## **Next Steps:**

### **It's never too early to sign up for next year!**

We would love to have you back! Don't worry if you do not have all your details ready for next year – we will get your spot guaranteed for the next school year. You will also earn the maximum amount of additional loyalty points for signing up early.

### **Send us any feedback:**

We would love to hear what worked or didn't work in your shop. Every experience is valuable for us to continue to provide the best service possible.

### **Send us your shop photos!**

We love to see your shop setups and decorations! If you took photos and would like to share, email us at [caleb.funservices@gmail.com](mailto:caleb.funservices@gmail.com).

### **Be on the lookout for the loyalty point window:**

The loyalty point window will open in February. Be on the lookout for an email regarding this window, along with any earned loyalty points, in January. This is the time to spend those loyalty points on items for your parent group/school!

