

Kids' Korner Gift Shoppes®

Chairperson Handbook



2019 Kids' Korner Gift Shoppes®

Why Kids' Korner®?

- Products are lab-tested and meet all U. S. safety standards for children's gifts.
- Choose a mark-up or run it as a service project with lowest prices for your kids.
- No counting of final inventory – easy to run with daily reorders.
- It's a fun event that teaches money counting skills & how to think of others.

Choosing Your Dates

- Shops usually run 5 days. You choose when. Here are possibilities. Nov. 18 – Nov. 22
Dec. 2 – Dec. 6 Dec. 9 – Dec.13 Dec. 16 – Dec. 20 or whatever works for you!

Shipment 1

About October 1st, you'll receive fliers, posters, envelopes, manual; etc..

Shipment 2

About 10 days before sale, you'll receive products, tablecloths, gift bags, banners; etc...



DAMAGED MERCHANDISE

SCHOOL:

ATTN:

ADDR:

CITY, STATE & ZIP:

All merchandise leaves our warehouse in new condition. However, from time to time some items are damaged in transit. If you have damaged merchandise, please list the items below and send the list to us.

EMAIL or FAX to: azkk@cox.net / 888.525.7814

PIECES	ITEM #	DESCRIPTION	OFFICE USE

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After you have completed this form and sent it in, if we haven't contacted you within 3 days, please discard broken items. It is not necessary to return them to us.

ADVERTISING YOUR SHOPPE

- 3-4 Weeks Prior to Shoppe – Send home the “Watch For” fliers, hang up posters, announce shop in your school newsletter and/or website.
- The week before your event – Send home “Has Arrived” fliers with the gift guide envelopes stapled to them. Some schools print the class schedule on the back.

GIFT GUIDE ENVELOPES

PLEASE RETURN TO THE STORE WITH YOUR ENVELOPE OPEN. IF YOU WISH TO USE YOUR ENVELOPE TO BUY A GIFT, PLEASE BRING THE ENVELOPE TO THE STORE WITH YOU. WE WILL PRINT THE AMOUNT SPENT IN THE ENVELOPE AND YOU WILL RECEIVE YOUR RECEIPT IN THE ENVELOPE.

CHECK NAME		
TEACHER OR PARENT		
A GIFT FOR ...		
INDICATED AMOUNT	ACTUALLY SPENT	
NAME		
BROTHERS & SISTERS		
AGE		
GRAND PARENTS		
AMOUNT ENCLOSED →		
AMOUNT OF CHANGE ENCLOSED →		
PLEASE PRINT CLEARLY IN INK.		

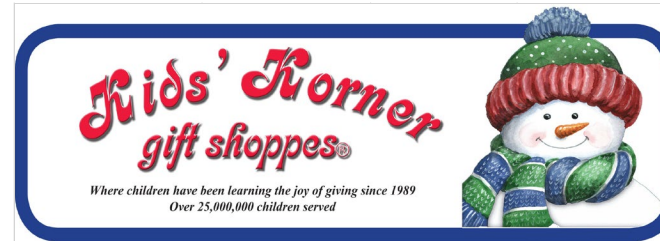


- One week before your shoppe, hang the “Soon” banner in front of your school.
- First Day – Hang the “Now” banner in front of your school & the door panel on the room where your shop will be held.
- Have regular announcements over the PA system about the shop.



Planning and Preparing

- Decide on times for the shoppe to be open, usually 25 minutes per classroom.
- Put your sign up sheet in the teachers' lounge allowing them to choose the best times for their classes. A sample is on the next page.
- 3-6 Parent Volunteers are needed at all times to help things run smoothly.
- Make certain your cash register is 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 eight-foot tables.
- Every shoppe is set up differently. Some examples follow, but whatever floor plan works for you is great!
- **Remember these prices are for your own kids, so keep them as low as possible.**



PRICE CODES	Group Wholesale Cost	Service Price For	
	- 0% Profit	5% Profit	10% Profit
PC #16	\$ 0.25	\$ 0.30	\$ 0.30
PC #1	\$ 0.50	\$ 0.55	\$ 0.55
PC #2	\$ 1.00	\$ 1.05	\$ 1.10
PC #3	\$ 1.50	\$ 1.60	\$ 1.65
PC #4	\$ 2.00	\$ 2.10	\$ 2.25
PC #5	\$ 3.00	\$ 3.25	\$ 3.35
PC #6	\$ 4.00	\$ 4.25	\$ 4.50
PC #7	\$ 5.00	\$ 5.25	\$ 5.50
PC #8	\$ 6.00	\$ 6.50	\$ 6.75
PC #9	\$ 7.00	\$ 7.50	\$ 7.75
PC #10	\$ 8.00	\$ 8.50	\$ 9.00
PC #11	\$ 9.00	\$ 9.50	\$ 10.00
PC #12	\$ 10.00	\$ 10.50	\$ 11.00
PC #13	\$ 12.50	\$ 13.25	\$ 13.50

(Prices above may have been rounded up or down)

Charging prices higher than the 10% profit margin is not recommended.

Cost of merchandise to be paid is based on the Group Wholesale Cost.

KIDS' KORNER HOLIDAY SHOPPE CLASSROOM SCHEDULER

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 lowest price codes by cashier (to help stop 5-finger discounts).
- Have 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. Place all items on tables to prevent empty look.
- Display product according to price levels, with price labels in corresponding sections, separated by the color tape in the supply kit.
- Have a wrap table after the cash register. Volunteers can help younger children wrap their gifts, after purchases have been made.
- You'll need: stapler, markers, pens, tape, cash box or register, & start-up change (suggested is \$20 in quarters, \$5 in dimes, \$2 in nickels, \$23 in 1's, & the rest in 5's & 10's).
- Have volunteers arrive 15 minutes before starting the sale.



- Give cashier the “Daily Cashier Report” to fill out at the beginning of the sale and at the end of EACH day of the sale.
- Daily Cashier Report and Billing Form follow this page.

REORDERING PRODUCT

Only reorder if product is REALLY needed! It’s not necessary to have everything in stock. There are many options in price groups. **At the end of your shoppe, you should have about 25% of your total inventory to return.**

1. Fill out a reorder form. Email or fax that form BEFORE noon to:
azkk@cox.net or 888.525.7814.
2. Reorders are sent “Next Day Delivery” and will arrive sometime the next business day, whenever the UPS deliveries arrive at your school. UPS does not always deliver in the morning. A UPS tracking number will be emailed to the email address on your reservation form for each shipment.



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)

Day 4 _____ Cashier _____

Line 1 \$ _____ Line 2 \$ _____

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

Day 5 _____ Cashier _____

Line 1 \$ _____ Line 2 \$ _____

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

- 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!

Kids' Korner Gift Shoppes®

WISH LIST REORDER FORM

TO RECEIVE YOUR ORDER TOMORROW,

PLEASE EMAIL OR FAX BY NOON TODAY TO:

azkk@cox.net or 888.525.7814

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

QTY	CODE	DESCRIPTION
Price Code #16		
Price Code #1		
Price Code #2		
Price Code #3		
Price Code #4		

QTY	CODE	DESCRIPTION
Price Code #5		
Price Code #6		
Price Code #7		
Price Code #8		
Price Code #9		

QTY	CODE	DESCRIPTION
Price Code #10		
Price Code #11		
Price Code #12		
Price Codes #13 & #14		
Supplies		

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WISH LIST REORDER FORM

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azkk@cox.net or 888.525.7814

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

QTY	CODE	DESCRIPTION
Price Code #16		
Price Code #1		
Price Code #2		
Price Code #3		
Price Code #4		

QTY	CODE	DESCRIPTION
Price Code #5		
Price Code #6		
Price Code #7		
Price Code #8		
Price Code #9		

QTY	CODE	DESCRIPTION
Price Code #10		
Price Code #11		
Price Code #12		
Price Codes #13 & #14		
Supplies		

Easy NO INVENTORY Billing Form

Kids' Korner Gift Shoppes®
5355 N. 51st AVE SUITE 17
GLENDALE, AZ 85301

SCHOOL NAME
CHAIRPERSON NAME:
CHAIRPERSON PHONE:/ EMAIL
SCHOOL ADDRESS:
CITY STATE & ZIP;

TOTAL SALES FOR DAY 1	
TOTAL SALES FOR DAY 2	
TOTAL SALES FOR DAY 3	
TOTAL SALES FOR DAY 4	
TOTAL SALES FOR DAY 5	

**Place the “DAILY CASHIER REPORT,
THE NO INVENTORY BILLING FORM,
“X” TOTAL CASH REGISTER TAPES,
& your PAYMENT in the CASH
REGISTER BOX.**

TOTAL FOR ALL SALES	
LESS KIDS BUCKS, IF ANY	
SUBTOTAL	
LESS PROFIT MARGIN, IF ANY	
AMOUNT OF GROUP CHECK	

**Please give your school secretary our
email, in case a child brings in a
broken or incorrect item after the
shoppe. We'll replace it immediately.**

azkk@cox.net

- Pack up the leftover merchandise into as few boxes as possible.
- If you were loaned a cash register, return it in the same box. Please use the tablecloths as additional packing around it.
- Fill out the **NO INVENTORY BILLING SHEET**.
- Write a check for total amount due on the **NO INVENTORY BILLING SHEET**.
- Place the "DAILY CASHIER REPORT, the **NO INVENTORY BILLING SHEET**, "X" TOTAL TAPES, & your **PAYMENT** in the cash register box to be returned to the warehouse with your leftover products.
- For UPS labels, email or fax this sheet to azkk@cox.net or **888.525.7814**.
- Place all boxes and register in the office for UPS. If UPS doesn't come to your school often, you can take them to any UPS store OR call 1.800PICKUPS & ask for UPS to pick up. There is no charge to your school.

School: _____ **State:** _____

WE NEED _____ LABELS (ONE PER BOX). EMAIL THE LABELS TO: _____(email address).

THANKS! YOU'RE A HERO FOR THE KIDS!

Kids' Korner® 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 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: _____



Kids' Korner Rewards Program

How to Earn Points

- Sign up by May 1st and earn **5 POINTS PER DOLLAR REMITTED** (amount you pay us).
- Sign up between May 1st and October 1st and earn **3 POINTS PER DOLLAR REMITTED**.
- Sign up after October 1st and earn **1 POINT PER DOLLAR REMITTED**.

You may **ACCUMULATE POINTS** over consecutive years.

4 Simple Steps to Earn Free Rewards

- Complete the **DAILY CASHIER REPORT** each day during the sale.
- Make your payment by **JANUARY 10th**.
- Return all unsold product to us by **JANUARY 10th**.
- Return a copy of these 3 items with your payment/product:
 - **DAILY CASHIER REPORT**
 - "X" Register Tapes from each day of the sale
 - Easy No Inventory Billing Form



To earn the free rewards, all FOUR steps MUST be completed ON TIME!



POINT SYSTEM



Reward	Points	Reward	Points
Teacher Lanyard	400	Student Store/Carnival Pack	20,000
Tote Bag	700	Light-Up Speaker System	40,000
32 oz Ceramic Teacher Mug	800	16-ft Inflatable Movie Screen	45,000
Glass Apple	2,000	TableTop Popcorn machine 4oz	64,000
LED Projector	7,500	TableTop Popcorn machine 6oz	100,000
Android Tablet	12,000	Popcorn machine w/cart 4oz	110,000
LED Scrolling Sign 5-color panels	12,000	Cotton Candy Machine 6 oz	130,000
Inflatable Arch	15,000	Popcorn machine w/cart	170,000
Cash Register	15,000	Cotton Candy Machine w/cart	200,000
Good Kid Rewards	20,000		



Kids' Korner Gift Shoppes®

RESERVATION FORM

SCHOOL

WAREHOUSE ADDRESS:

5365 N. 51st AVENUE SUITE 17

GLENDALE, AZ 85301

AZKK@COX.NET

FAX: 888.525.7814

REPRESENTATIVE:

NAME:

EMAIL:

PHONE:

SCHOOL:

GROUP:

CHAIRPERSON:

CELL PHONE:

SCHOOL ADDRESS:

SCHOOL PHONE:

CITY:

STATE:

ZIP CODE:

CHAIRPERSON'S EMAIL

SHIPPING ADDRESS (if Different):

SHIPPING CITY & ZIP (if Different):

PRINCIPAL'S NAME & EMAIL:

NUMBER OF CHILDREN IN YOUR SCHOOL:

PRESIDENT'S NAME:

PHONE NUMBER OR E-MAIL:

TREASURER'S NAME:

PHONE NUMBER OR E-MAIL:

DID YOU RUN A SHOP LAST YEAR? () YES () NO

IF YES, WITH WHOM? _____

HOW MUCH DID YOU PURCHASE FROM THEM? \$ _____ < IMPORTANT! SO WE SEND THE RIGHT AMOUNT OF PRODUCT.

START DATE OF SHOP:

SHOP HOURS:

DATE SHOP ENDS:

ADDITIONAL INFO:

OUR SELLING PRICE TO GIVE BEST VALUE TO OUR CHILDREN:

() 0% Service -- () 10% Profit -- () 20% Profit

NOTES: WE ARE RESERVING OUR 2020 SHOPE NOW TO EARN 10,000 BONUS POINTS!

Group's request for Product & Terms:

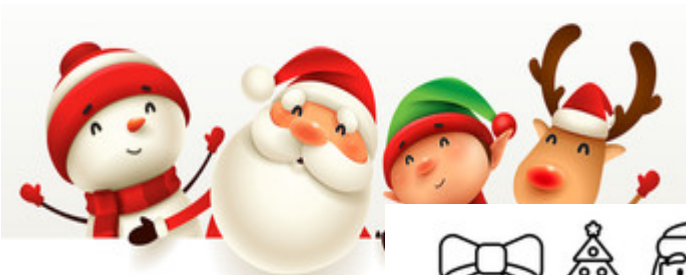
1. Our program is designed to run during school hours, so it gives all kids the opportunity to shop in our safe, non-commercial atmosphere. So we have enough items for our children, without having to reorder, we wish to have \$_____ in beginning inventory.
2. All items will be billed at the wholesale price & we may return all unsold items for full credit, with free freight.
3. We don't have to inventory when product arrives or when the sale ends, as long as we keep the product secure, use the company's EASY accounting system, do our best to prevent shoplifting and remit all money due within 24 hours of completion of our sale. _____ Intl.
4. We will run the Gift Shop program like a "going out of business sale" for three or more days during school hours. _____ Intl.
5. We will receive FREE Flyers, Gift Guide Envelopes, Tablecloths, Posters, Banners, & Gift Bags.
6. There is no prepayment required and we agree to pay for product sold within 24 hours of completion of our Gift Shop sale. _____ Intl.
7. IF WE CANCEL THIS AGREEMENT AFTER OCTOBER 15th, WE AGREE TO PAY A \$500 RETURN & RESTOCKING FEE. _____ Intl.

DATE:

KIDS' KORNER REPRESENTATIVE SIGNATURE:

GROUP REPRESENTATIVE #1 SIGNATURE:

GROUP REPRESENTATIVE #2 SIGNATURE:



MER
CHRIST
& HAPPY NE

