



## **SPIRIT STORE INSTRUCTIONS**

***Thank you for working the Spirit Store! We could not do it without you!***

- Please have everything set up 10-15 minutes before the event starts or students are dismissed. Lots of parents arrive early for PTA meetings and that is a great time to sell merchandise.
- Assuming the store is not out already, ask one of the administrative staff to loan you the PTA key so you can open up the Community Room closet and get the cash box from the wooden PTA lockbox, which is usually outside the Community Room.
- Roll out the Spirit Store shelves with labels facing customers.
- If the Spirit Store will be in the Main Hallway, you can pull out a table from the Community Room for display.
- Put the purple plastic tablecloth over the table and display samples of smaller items on it. The more items you can get out, the better it is for sales.
- At PTA meetings, the President will give you the \$100/\$200 cash bank, unless other arrangements have been made. If the PTA President or Treasurer is not present during an after-school shift, the lock box keys will be left in the PTA President mailbox in the main office. Please alert office staff that you need to go get them and return them to the same location when finished. *If cash is not available, please let the Treasurer know.*
- All Travis staff receives 30% off merchandise. Prices are listed on the price sheet.
- We take cash and checks, and credit cards via Square. Checks payable to Travis PTA. Square reader is located inside the cash box.
- At the end of your shift, separate out \$200 from the money and put back in the cash bank envelope. (Please use as many small bills as possible: \$1s, \$5s and \$10s are great for making change!) Return the cashbox to the President or Treasurer, or if they are unavailable, lock back in the PTA wooden lockbox.

- Spirit Store proceeds need to be counted by 2 PTA members and recorded on the Itemized Receipt forms. Both counters must sign the form. If there is no Itemized Receipt in the lockbox, one will be available in the PTA Treasurer mailbox in the office. If no second counter is available, put in lockbox and alert the Spirit Store coordinator.
- Put the money and form into an envelope marked "PTA Treasurer" and give to President or Treasurer or drop in the lockbox. If there are only a few small bills in the bank, please note on the envelope: "NEED CHANGE."
- If you used one of the iPhones for Square, please plug back in inside the closet, and return the Square reader to the cash box.
- If you are depositing proceeds to the PTA lockbox, PLEASE contact the Treasurer and let her know: Tamara Steele; (832) 605- 4631 or [t.muffat@sbcglobal.com](mailto:t.muffat@sbcglobal.com)
- If we are low on an item, or a particular size, please let the Lauren or Lee Lindsay know: (832) 319-8422 or [Lee.Lindsay@us.endress.com](mailto:Lee.Lindsay@us.endress.com).
- **Make sure closet is locked when you put the Spirit Store shelves away. Return the PTA closet key to an administrative staff member. Please return the lockbox key to the PTA President's mailbox.**

**Thank you** for volunteering and please contact me with any questions or concerns!

Lauren Lindsay, Spirit Store Coordinator

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