

Prince of Peace Yard Sale Handbook



Remember our Yard Sale Mission:

- To be an outreach to the community
- To provide fellowship for members
- To attract new members
- To raise money for benevolence
- To witness Christian fellowship in the community
- To offer goods at reasonable prices to people who need them
- To recycle and reuse
- To raise money for the church, consistent with goals 1-7



General Guidelines

Donations

1. We would like to make the best presentation we can, especially for items that will earn a reasonable price. Please clean/dust prior to donating, if needed.
2. We are unable to sell the following: child car seats, cribs, fuels or chemicals of any type, propane bottles, and tires.
3. We would like to get all donations before Thursday if possible so that the items may be sorted and priced.
4. Please take the items to the appropriate department area as noted on the maps posted around the church.
5. If you need a donation receipt, you may pick one up in the church office or near the card file pre sale boxes.
6. We take donations of clothing hangers and should be delivered to the clothing area.
7. Plastic bags, shopping bags and boxes are gladly accepted. If you have a bag of bags, please take to the nursery area.
8. We will accept most every kind of item. Someone will say, "that is exactly what I need".



Pre Yard Sale working

1. We encourage all members to help sort during the week before the sale. Any member working during the week can pre purchase whatever they want. There will be a card file in the church kitchen and in the Youth Center. Write your name on the card and the dollar amount you owe. Take your purchases home, do not leave them or it will be sold again!

2. You can take your card on the day of the sale to the office and pay the total on your card or write a check clearly marked yard sale made to Prince of Peace and place in the offering. If the item you want is not priced, see the department chair for pricing. We encourage members to purchase what they want before the yard sale day.



3. Food will be sold the day of the sale. Please bring all food donation to the church Kitchen by Thursday so that the kitchen staff can take an inventory of what they need.

Working on the Day of the Yard Sale

1. Please make sure you arrive by or before your time slot. Other members are counting on you for help and or breaks for other workers. If you can stay longer, it is always appreciated.

2. After you have worked your donated hours, stay and enjoy the shopping and fellowship. Who knows, you may find a treasure.

3. While working, remember we are a faith based, Christian community. Talk to people, help them shop and don't sweat the small stuff. Prices are negotiable and we especially want to help the people that really need our help. Make eye contact and enjoy meeting new friends. Invite your neighbors and friends to attend the sale. We are people helping people.



Department Chairs

The Yard Sale Team would like to thank all the Department Chairs that have volunteered to spend your time and efforts to make the yard sale a success. You are all such an important part of making the day a success. As you know, each department is responsible for sorting, pricing and displaying your items before Saturday morning. Just a few reminders before the sale:

1. Have a plan as to how you want things sorted/displayed as we will have people wanting to work throughout the week and we can assign them to your dept to help if boxes and signs are put up as to what needs to be done and where things go. Recruit as many people as you want to help during the week.
2. Remember all items need to be out and ready for Sat morning by **Friday night**. A group will be spending the night at the church patrolling the property (and having a great time doing it).
3. As you are sorting, If the item is broken, dirty, not repairable or is inappropriate for a church to be selling, throw it away.



4. Saturday morning arrive at the church by 6:30 am. You need to have any last minute things done and your money apron (see the Finance team in Pastor Steve's office and pick it up) and be at the front of the church by 7:00 for the opening, announcements and prayer.

5. Our sale ends at 2:00p.m. Please discount your items as needed as the day goes. Departments may go to half price any time and is determined by the chair. Usually @11-12. (You might even consider giving out bags to fill for \$1.00- \$5.00.) Please start boxing left over stuff @1:45. Our trucks will start loading at 2:00 to take to the charities. Charities

are contacted such as Interfaith Clothing in Gaithersburg to start receiving 2-4.

6. After you have cleaned your department, go to the Food Booth area. We have special treats for all our workers that have completed the day. (You don't want to miss this). Then go home or stay for church at 5:00.
7. As you receive bags, keep some for the sale, but you can also store the excess in the nursery. On the day of the sale, take as many as you need them.
8. Be patient and kind to everyone. This is about people reaching out to people. Embrace the day.



Individual Department Guidelines:

Book Department

Popular: Children's books, fiction, non-fiction history

Not Popular: No dated materials such as travel guides from years past.

Department Guidelines:

1. Please no magazines or text books
2. No video tapes but DVD's and books on tape are great.



Children's Clothes Department

Popular: Baby clothes

Not Popular:

Department Guidelines: Please make sure clothes are clean with no stains or rips.

Adult Clothes and Shoes Department

Popular: Coats, summer tops, jeans

Not Popular: Outdated clothing

Department Guidelines:

1. Please sort your clothing as much as possible at home into mens, womens, children.

2. We accept all clothing such as bathing suits, underwear, pajamas, handbags, belts, scarves, gloves and hats.

Collectables Department

Popular: Candles, Jewelry,

Not Popular: Used candles, broken items

Department Guidelines:

1. Make sure items are cleaned, such as silver and plates
2. If the item requires a battery, please make sure it has one.

Individual Department Guidelines:

Computer Equipment Department

Popular: Laptops, computers, LCD monitors, laser printers (with test page)

Not Popular: scanners, inkjet printers (unless accompanied by a dated, recent sample test page)

Department Guidelines:

1. Deadline for desktop and laptop donations: 3 weeks prior to the yard sale setup Sunday. Drop off in the church narthex. All other items may be brought to the computer sales area the week of yard sale setup.
2. Computers: may be fully functional or have some problems (please describe). Include with the computer:
 - a. Operating system diskettes/CDs with the Product Key (leave authentication stickers on the computer case)
 - b. Owner manuals, driver CDs, cords, cables, plugs, adapters and power supply bricks.
 - c. Other components (*all should be in working condition*): monitor, speakers, keyboard, mouse.
3. Computer peripherals (*all should be in working condition*): printers, monitors, speakers, accessories.



Crafts, Artwork and Holiday Department

Popular: Holiday decorations

Not Popular: Glass vases

Department Guidelines:

1. Please label craft items that would be difficult to explain
2. Any artwork that is on the more expensive side, please label such as signed prints, etc.

Electronics Department

Popular: TVs

Not Popular:

Department Guidelines:

1. Please make sure your electronics are in good working condition with all parts and operation manual if you have.



Individual Department Guidelines:

Food Department

Popular: fruit, hamburgers, hotdogs

Not Popular:

Department Guidelines: if you donate any home baked goods, please label with the ingredients on each piece.

Furniture Department

Popular:

Not Popular:

Department Guidelines:

Hardware Tools, Misc. Department

Popular: hand tools, portable power tools, toilets and related parts/ accessories, wire shelving

Not Popular: paint, adhesives, kerosene heaters, drapery hardware

Department Guidelines: In general we need to discourage the acceptance of paint, oil, solvents and other liquid products. They are hard to sell; they represent a spill hazard; and their disposal can pose problems. Since Hardware includes miscellaneous, we are the bottom feeders of the Yard Sale departments – hence, we have to be prepared to take on some non-traditional challenges (e.g., prosthetic leg, 1966 Chevy Seat Belt) and accept items considered unworthy of sale in other more prestigious departments.

Given the limited amount of materials the department receives, the pricing and sorting can be handled by one person during the week. On Sale Day, it is preferable to have at least one assistant during most of the day. This assistant is often tasked with handling the lamp department, which occupies the “Netherworld” between Furniture and Hardware.

When attempting to redistribute items out of Hardware to other departments, it is best not to advertise the origin of the item. Unfortunately, the Hardware cache is not universally valued.

Kitchen Department

Popular:

Not Popular:

Department Guidelines:

Lawn, Garden, Pets Department

Popular:

Not Popular:

Department Guidelines:

Linen & Towels Department

Popular:

Not Popular:

Department Guidelines:

Sports, Luggage, Office Department

Popular:

Not Popular:

Department Guidelines:

Toys Department

Popular:

Not Popular:

Department Guidelines:

Traffic Department

Department Guidelines: