

Rummage Sale Procedures

The Market Street Singers (TMSS) Rummage Sale is an annual event to support TMSS choir through having choir members donate items, which are then sold to the members and the general public. The proceeds are used to support and maintain the performance of TMSS choral group. The sale occurs annually every April, depending on coordination with church availability.

1. Establishing the Sale Date

The Rummage Sale date is considered during the choir Board's meeting in January or early February. After eliminating unsuitable dates, such as Easter, two or three dates are decided upon (At this stage, if a Rummage Sale Coordinator has not been decided upon yet, a Board member will stand in until one has been established). The Board member/Coordinator contacts the property owner of the needed space, currently St. Luke's Episcopal Church in Central Ballard. Once the church replies with available dates, the Coordinator notifies the Board of the dates that the church can offer, and requests a decision from them with a week. Then, with the Board's feedback taken into account, the Coordinator confirms the sale dates with the church for the two consecutive days, Friday for the setup of the sale, and Saturday for the sale itself.

The church will provide a contract to be signed and returned by the Treasurer/Board Member. Prior to the sale, the Coordinator will return to pick up the key after providing \$20 for the key deposit. (See 4.1.1 below)

2. Announcements

The announcement for the Rummage Sale will be given at the next weekly choir by a member of the Board and/or the Coordinator (if one has been chosen). At this time, the dates of the sale will be announced. The Rummage Sale Coordinator will work with the Volunteer Coordinator to recruit volunteers to help with organization, advertising, the storage of donated items, and transporting both donated items and needed supplies to the church.

A general guideline will be given for items that can be donated. The Information for the Rummage Sale will be posted in the weekly MSS Cyber-Gazette. See links to docs here: [2019 Rummage Sale Advert](#) and [2019 Rummage Sale Gazette Advert2](#)

The announcements will be made at rehearsal every week until the sale is over. The names of the Coordinators are given at the end of the announcement should people have any questions regarding donations or participation.

People are reminded to drop them off their donations on the day of the set up. If the member can't bring their donations on the day of the set up, then they can bring their donation to the group practices or coordinate directly with the choir member who has volunteered to store items in their garage until the set up day.

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The Volunteer Coordinator will provide sign-up sheets at each weekly choir practice for arranging volunteers' time slots for set up, participation and break down of the sale.

3. External Advertising

3.1 Signage

Flyers, handouts and yard signs will be designed or updated by the Graphic Designer for distribution throughout the community, such as in front of the church, local coffee shops and grocery stores and in private yards in the area (where allowed). Signs will also be posted on telephone poles near the sale and on the TMSS sandwich boards. Once the Designer and Coordinator agree upon an outlay and the numbers of each size needed, they will be printed and brought the next choir practice to be given to members to hand out and posted. See Example: https://drive.google.com/open?id=1BLAsTSRCLeLyi_SkRMxMJAnmhxkDFoQw

3.2 Media

A volunteer notifies local newspapers and radio stations and provides them details of the Rummage Sale to include in public broadcast, digital or print media. See Link: [Advertising information](#)

3.3 Used Bookstores

A volunteer will be assigned to contact used bookstores to let them know of the sale, so that they can come and purchase sale items to add to their store's inventory.

4. Organization and Running of the Sale Event

The Rummage Sale Coordinator(s) will be responsible for the setup, running and breakdown of the sale. The Volunteer Coordinator will organize and continue to recruit supporting volunteers to help with these activities.

The Coordinator responsibilities are as follows:

4.1 Preparation (to be done by Coordinator(s))

- 4.1.1 Church access - Contact church office facilities manager to drop off contract and key deposit, and pick up the access key.
- 4.1.2 Schedule truck rental for transferring unsold items to charity shop. Truck rental cost may be submitted to the Treasurer for reimbursement or donated.
- 4.1.3 Coordinate sale and drop-off of unsold items with Value Village. Sign up via their FunDrive website: <https://fundrive.savers.com/>

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- 4.1.4 Secure needed supplies from members or from storage – tables, clothes racks, finance box, etc. The TMSS storage has a box labeled Rummage Sale with supplies and signage for sale sections.
- 4.1.5 Coordinate with Volunteer Coordinator to organize Volunteers – time slots, names, snacks
- 4.1.6 Storage of sale Items brought before the weekend of the sale. Ask for choir member for use of garage space and coordination of deliveries.

4.2 Set up

- 4.2.1 Open and secure space, receive incoming volunteers and donations. Go over plan for the days and start the unboxing, arranging and labeling of sale items on tables and clothes racks.

Check and confirm that needed supplies are present and in order (financial, labeling, structural, signage etc.). At the end of the set up shift, clear room of people and secure space.

4.3 Day of Sale

- 4.3.1 Open and secure of church space (an hour before official start of sale)
- 4.3.2 Receive incoming volunteers and donations
- 4.3.3 Go over sale plan with volunteers, and continue the arranging and labelling of items.
- 4.3.4 During sale, volunteers will be on hand to answer questions and assist in helping customers. Volunteers will also refold and rearrange sale items.
- 4.3.5 Take, manage, and deposit cash, checks and debit/credit cards in payment for sale items (Treasurer and other Board Members only).
- 4.3.6 Pick up rental vehicle close to end of day and park in front of sale entrance.

4.4 Sale Breakdown and transport – volunteers and Coordinator

- 4.1.1 Repackage unsold items and arrange in rental vehicle for transport to charity shop.
- 4.1.2 Neaten and sweep room, and reset church tables. Confirm return of tables that were borrowed from volunteers. Remove uneaten snack food from main table and kitchen.
- 4.1.3 Lock and secure church building.

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- 4.1.4 Drive rental truck to charity shop and drop off items. Payment for goods will be sent to the bookkeeper.
- 4.1.5 Arrange with church to return key to church and refund of deposit.

5. Report to Choir Board and announcement to the choir

The Treasurer will be responsible for reporting the total sales for the Rummage Sale to the Board and to the Choir Director. The Choir Director will make the announcement regarding the sale's success during the next rehearsal.

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Contact List

Church

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Truck Rental

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