

**Kids Holiday Shoppes, Inc.**  
52 3<sup>rd</sup> Street, Yeadon Pa 19050



[khs527@verizon.net](mailto:khs527@verizon.net)

610-259-5300

855 -647-9927

fax: 610-259-5302

Dear Holiday Shop Coordinator,

Enclosed you will find the necessary materials to run a successful Holiday Shoppe for your organization; the Kids Holiday Shoppes Manual, Pricing Labels, money envelopes and letters (if requested), along with inventory sheets.

You will find a Box Contents Sheet inside each box. Please utilize it to verify your received merchandise only. ***Do not use the Box Contents Sheets for closing inventory.***

***As stated in your contract, items may not be price marked or defaced in any way.***

Also included are **inventory sheets** which show the merchandise included in your Shoppe. You will find this a great tool at the **end of the inventory process**. At the conclusion of your Shoppe, **please consolidate your merchandise and inventory your stock, using the inventory sheets.** (Be sure to include reorders).

***You are responsible for inventorying your Shoppe before it is returned.***

Also enclosed in this packet is a label titled, ***“LOOK” Inventory Sheet Enclosed.*** When your Shoppe is concluded, please affix this label to the box containing the completed inventory sheets and call the number listed above. A Kids Holiday Shoppes, employee will pick-up your merchandise within two days of the conclusion of your Shoppe.

If you have any questions, please don't hesitate to call my office.

Sincerely,

***Eric Waters***  
*Kids Holiday Shoppes*

# Dear Holiday Shoppe Helpers:

Enclosed are two separate pieces of information for your Holiday Shoppe.

We have enclosed a letter that you may run off on your school letterhead and send home before your Holiday Shoppe begins. This is one way to inform parents/guardians of what the Holiday Shoppe really is and the benefits of their children shopping there. Please fill in your sale dates before you make your copies.

The letter also informs parents/guardians of the price range of the merchandise; this allows them to know how much money to send to school with their child.

The second piece of material is your start to finish guidelines on how to get through the Holiday Shoppe and still remain sane enough to enjoy the holidays!

Please review them both before your merchandise arrives to ensure a smooth process with your Shoppe.

Remember, your merchandise will arrive at school on the date you select.

We look forward to many smiling faces (students & helpers both)!

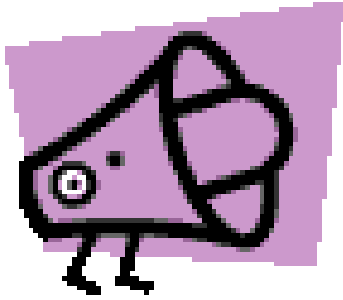
Thank you in advance for making the holidays a little more special at your school.

*Kids Holiday Shoppe Specialists*



## **Prior to Delivery of Your Shoppe**

- **A typical Holiday Shoppe usually runs three-five days, depending on the size of your group**
- **We will deliver your Holiday Shoppe merchandise on the day you specify**
- **Make arrangements with the school to have space available for your Holiday Shoppe; be sure the merchandise is secured nightly**
- **You will receive posters advertising your sale to the students; display them around school prior to starting date**
- **It is important to tell everyone you can about the program**
  - **The School Board Meeting**
  - **The School's Open House**
  - **PTA/PTO general meeting**
  - **Meetings with teachers**
  - **On the monthly menu**
  - **The School Newsletter**
  - **Listed on School District Calendar**
- **A Holiday Shoppe letter should be sent home to parents at least one week prior to the beginning of the bazaar (sample letter included in this mailing)**
- **Be sure to arrange for a buying time for each classroom**
- **Give each student a money envelope so their parent/guardian may fill in the amount to be spent in each category**



***ATTENTION***  
***Holiday Hotline***  
***Reorders***

***Fax or call reorders by***  
***2:30pm to guarantee***  
***Next day delivery!***  
***Fax# 610-259-5302***

***ONLY ONE REORDER WILL BE***  
***ACCEPTED PER DAY***

***For questions, please call***  
***610-259-5300***

**Kids Holiday Shoppes**  
**ERIC WATERS FUNDRAISING SPECIALIST**  
 52 3<sup>rd</sup> Street, Yeadon Pa 19050



khs527@verizon.net  
 610-259-5300  
 855-647-9927

## **Fax -610-259-5302**

### **FAST FAX-RAPID RE-ORDER SHEET**

For guaranteed next morning delivery, we must receive your order  
 by 2:30 pm

School Name \_\_\_\_\_

City \_\_\_\_\_ Tel # \_\_\_\_\_

Contact \_\_\_\_\_ Home Phone \_\_\_\_\_

Please send the following 'Kids Holiday Shoppes' items:

Item #	Description	Quantity

Be sure to keep the original; make copies as necessary

**Sample Letter**

**Dear Parents and Guardians:**

The annual PTA sponsored Holiday Shoppe will be held on \_\_\_\_\_ thru \_\_\_\_\_ from \_\_\_\_\_ am until \_\_\_\_\_ pm. Gift items from Kids Holiday Shoppes, Inc. will range from \$1.00 to \$12.50 per item. Tickets will also be on sale for raffle prizes. (If applicable)

We will need plenty of help to make this event a success for our students. Helping children to better understand the money exchange system and giving helpful hints about gift selection can be a rewarding experience. Please fill out the form below and send it back with your child.

**Thank You**

.....

I would like to help on \_\_\_\_\_

AM \_\_\_\_\_ PM \_\_\_\_\_

I would like to help on \_\_\_\_\_

AM \_\_\_\_\_ PM \_\_\_\_\_

Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Room Number \_\_\_\_\_

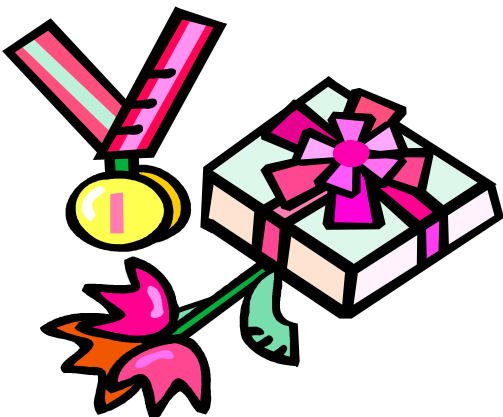
## When Your Holiday Shoppe Arrives

- Enlist the services of as many people as you can
- Box Contents Sheets will be enclosed in each of your boxes. Please inventory each box using these sheets and mark any discrepancies on the inventory sheets included with this mailing and call our Hotline number to let us know.
- Prices listed are your cost to Kids Holiday Shoppes, Inc. Invoices are based on these costs. A profit guide is included for your convenience.
- Be sure to have enough table space for counting student purchases and handling money and change.
- Plastic table covers are provided by Kids Holiday Shoppes. Please place your pricing sticker (provided in this mailing) next to each item. ***Do not put pricing stickers on merchandise.***
- We suggest you display items per table as they are separated on your inventory sheets, i.e., Women, Men, Children, General, and Holiday.
- Keep all extra merchandise in separate piles or boxes under your tables directly below the item for speedy restocking.
- Keep all empty merchandise cartons for your returns
- Have two people per table, if possible, to assist children during the sale
- Bags of varying sizes are included in your last box of merchandise. Please put all items purchased in a larger bag and tie ends so the items don't fall out before giving the bag to the student. Please return all unused bags at the end of your Holiday Bazaar.
- With sufficient help, gift wrapping can be an added feature of your Shoppe. If you need paper or bows, Kids Holiday Shoppes, Inc. will offer them at reduced prices.
- Twenty dollars in small bills and change is suggested at the start of each day of your sale

- Count your money at the end of each day

***If you run out of an item you have choices***

- You can sell the last item from the display table – when the last item is gone, like any store, you are out of stock. Please try to suggest another item.
- You may also place a re-order. (It is suggested to not re-order quantities larger than the original amount received.) Fax or call Kids Holiday Shoppes, Inc. before 2:30pm and your merchandise will arrive the next day to your school. Orders called in after 2:30pm are not guaranteed for next day delivery. When ordering, use the item name and/or number to speed up the process.





# Kids Holiday Shoppes Pricing Codes

Price Code	Your Cost	Price Code	Your Cost
0	.25	19	3.75
1	.30	20	4.00
2	.40	21	4.25
3	.65	22	4.50
4	.85	23	4.75
5	1.00	24	5.00
6	1.25	25	5.25
7	1.50	26	5.50
8	1.75	27	5.75
9	1.85	28	6.00
10	2.00	29	6.25
11	2.25	30	6.75
12	2.50	31	7.50
13	2.75	32	8.00
14	2.85	33	8.50
15	3.00	34	9.00
16	3.25	35	9.50
17	3.50	36	7.00

Each item is marked with a price code. Change the amounts in the “Your Cost” column to reflect what you will charge the students.

Keep the revised Price Code Sheet at your pay station for ease of merchandise checkout.

Do not price mark the merchandise in any way.

If you have any questions, please call 610-259-5300.



**HAPPY HOLIDAYS FROM (your school name here)**

**OUR SCHOOL IS SPONSORING A HOLIDAY BAZAAR  
"YOUR DATES GO HERE"**

A HOLIDAY BAZAAR IS WHERE THE CHILDREN  
CAN BUY GIFTS FOR THE ENTIRE FAMILY,  
FRIENDS AND EVEN PETS

**EACH CHILD WILL BRING HOME A MONEY ENVELOPE.  
PARENTS MAY FILL IN THE AMOUNT OF MONEY  
THEIR CHILD CAN SPEND PER CATEGORY.**

WE ARE EXCITED ABOUT THIS PROGRAM. OUR BAZAAR WILL HAVE  
SOMETHING FOR EVERYONE IN THE FAMILY:  
SISTERS, BROTHERS, GRANDPARENTS,  
MOM, DAD & EVEN THE PETS

**REMEMBER- NO PEEKING  
WHEN YOUR CHILD COMES HOME WITH THE PRESENTS!**

PARENTS ARE WELCOME!  
COME AND SEE OUR EXCITING DISPLAY  
AND PURCHASE ANY GIFTS  
AFTER THE CHILDREN'S BUYING IS COMPLETE.

**GIFT PRICES RANGE FROM \$1.00 TO \$12.50**

THANK YOU IN ADVANCE FOR HELPING TO MAKE  
THIS AN EDUCATIONAL AND ENTERTAINING PROJECT  
FOR ALL OF US.

**HAPPY HOLIDAYS FROM KIDS HOLIDAY SHOPPES  
AND  
YOUR SCHOOL'S HOLIDAY HELPERS**



## ***Suggested "Morning Announcement"***

To be read by Principal or Student Announcer

Good morning students, I have a special announcement about something I think you're going to enjoy. This year, as a special school project, we are going to set up a Holiday Shoppe right here in school so you can buy Holiday gifts for your family and friends.

You will be able to shop for presents, pay for them all by yourself, wrap them, and keep them a secret right up to gift giving time.

In the next few days, we will tell you everything you need to know. So, be thinking about your family and friends that you will want to remember with a gift that you picked out just for them.

Remember, you will have a good time when you come to our Holiday Shoppe.

# KIDS HOLIDAY SHOPPES, INC.

## RETAIL PRICING CHART

Mark up items as follows to earn the profit amount you wish to make on your sale

	10.00%	15.00%	25.00%	35.00%	40.00%		10.00%	15.00%	25.00%	35.00%	40.00%		10.00%	15.00%	25.00%	35.00%	40.00%
\$0.20	\$0.22	\$0.23	\$0.25	\$0.27	\$0.28	\$2.05	\$2.26	\$2.36	\$2.56	\$2.77	\$2.87	\$3.90	\$4.29	\$4.49	\$4.88	\$5.27	\$5.46
\$0.25	\$0.28	\$0.29	\$0.31	\$0.34	\$0.35	\$2.10	\$2.31	\$2.42	\$2.63	\$2.84	\$2.94	\$3.95	\$4.35	\$4.54	\$4.94	\$5.33	\$5.53
\$0.30	\$0.33	\$0.35	\$0.38	\$0.41	\$0.42	\$2.15	\$2.37	\$2.47	\$2.69	\$2.90	\$3.01	\$4.00	\$4.40	\$4.60	\$5.00	\$5.40	\$5.60
\$0.35	\$0.39	\$0.40	\$0.44	\$0.47	\$0.49	\$2.20	\$2.42	\$2.53	\$2.75	\$2.97	\$3.08	\$4.05	\$4.46	\$4.66	\$5.06	\$5.47	\$5.67
\$0.40	\$0.44	\$0.46	\$0.50	\$0.54	\$0.56	\$2.25	\$2.48	\$2.59	\$2.81	\$3.04	\$3.15	\$4.10	\$4.51	\$4.72	\$5.13	\$5.54	\$5.74
\$0.45	\$0.50	\$0.52	\$0.56	\$0.61	\$0.63	\$2.30	\$2.53	\$2.65	\$2.88	\$3.11	\$3.22	\$4.15	\$4.57	\$4.77	\$5.19	\$5.60	\$5.81
\$0.50	\$0.55	\$0.58	\$0.63	\$0.68	\$0.70	\$2.35	\$2.59	\$2.70	\$2.94	\$3.17	\$3.29	\$4.20	\$4.62	\$4.83	\$5.25	\$5.67	\$5.88
\$0.55	\$0.61	\$0.63	\$0.69	\$0.74	\$0.77	\$2.40	\$2.64	\$2.76	\$3.00	\$3.24	\$3.36	\$4.25	\$4.68	\$4.89	\$5.31	\$5.74	\$5.95
\$0.60	\$0.66	\$0.69	\$0.75	\$0.81	\$0.84	\$2.45	\$2.70	\$2.82	\$3.06	\$3.31	\$3.43	\$4.30	\$4.73	\$4.95	\$5.38	\$5.81	\$6.02
\$0.65	\$0.72	\$0.75	\$0.81	\$0.88	\$0.91	\$2.50	\$2.75	\$2.88	\$3.13	\$3.38	\$3.50	\$4.35	\$4.79	\$5.00	\$5.44	\$5.87	\$6.09
\$0.70	\$0.77	\$0.81	\$0.88	\$0.95	\$0.98	\$2.55	\$2.81	\$2.93	\$3.19	\$3.44	\$3.57	\$4.40	\$4.84	\$5.06	\$5.50	\$5.94	\$6.16
\$0.75	\$0.83	\$0.86	\$0.94	\$1.01	\$1.05	\$2.60	\$2.86	\$2.99	\$3.25	\$3.51	\$3.64	\$4.45	\$4.90	\$5.12	\$5.56	\$6.01	\$6.23
\$0.80	\$0.88	\$0.92	\$1.00	\$1.08	\$1.12	\$2.65	\$2.92	\$3.05	\$3.31	\$3.58	\$3.71	\$4.50	\$4.95	\$5.18	\$5.63	\$6.08	\$6.30
\$0.85	\$0.94	\$0.98	\$1.06	\$1.15	\$1.19	\$2.70	\$2.97	\$3.11	\$3.38	\$3.65	\$3.78	\$4.55	\$5.01	\$5.23	\$5.69	\$6.14	\$6.37
\$0.90	\$0.99	\$1.04	\$1.13	\$1.22	\$1.26	\$2.75	\$3.03	\$3.16	\$3.44	\$3.71	\$3.85	\$4.60	\$5.06	\$5.29	\$5.75	\$6.21	\$6.44
\$0.95	\$1.05	\$1.09	\$1.19	\$1.28	\$1.33	\$2.80	\$3.08	\$3.22	\$3.50	\$3.78	\$3.92	\$4.65	\$5.12	\$5.35	\$5.81	\$6.28	\$6.51
\$1.00	\$1.10	\$1.15	\$1.25	\$1.35	\$1.40	\$2.85	\$3.14	\$3.28	\$3.56	\$3.85	\$3.99	\$4.70	\$5.17	\$5.41	\$5.88	\$6.35	\$6.58
\$1.05	\$1.16	\$1.21	\$1.31	\$1.42	\$1.47	\$2.90	\$3.19	\$3.34	\$3.63	\$3.92	\$4.06	\$4.75	\$5.23	\$5.46	\$5.94	\$6.41	\$6.65
\$1.10	\$1.21	\$1.27	\$1.38	\$1.49	\$1.54	\$2.95	\$3.25	\$3.39	\$3.69	\$3.98	\$4.13	\$4.80	\$5.28	\$5.52	\$6.00	\$6.48	\$6.72
\$1.15	\$1.27	\$1.32	\$1.44	\$1.55	\$1.61	\$3.00	\$3.30	\$3.45	\$3.75	\$4.05	\$4.20	\$4.85	\$5.34	\$5.58	\$6.06	\$6.55	\$6.79
\$1.20	\$1.32	\$1.38	\$1.50	\$1.62	\$1.68	\$3.05	\$3.36	\$3.51	\$3.81	\$4.12	\$4.27	\$4.90	\$5.39	\$5.64	\$6.13	\$6.62	\$6.86
\$1.25	\$1.38	\$1.44	\$1.56	\$1.69	\$1.75	\$3.10	\$3.41	\$3.57	\$3.88	\$4.19	\$4.34	\$4.95	\$5.45	\$5.69	\$6.19	\$6.68	\$6.93
\$1.30	\$1.43	\$1.50	\$1.63	\$1.76	\$1.82	\$3.15	\$3.47	\$3.62	\$3.94	\$4.25	\$4.41	\$5.00	\$5.50	\$5.75	\$6.25	\$6.75	\$7.00
\$1.35	\$1.49	\$1.55	\$1.69	\$1.82	\$1.89	\$3.20	\$3.52	\$3.68	\$4.00	\$4.32	\$4.48	\$5.05	\$5.56	\$5.81	\$6.31	\$6.82	\$7.07
\$1.40	\$1.54	\$1.61	\$1.75	\$1.89	\$1.96	\$3.25	\$3.58	\$3.74	\$4.06	\$4.39	\$4.55	\$5.10	\$5.61	\$5.87	\$6.38	\$6.89	\$7.14
\$1.45	\$1.60	\$1.67	\$1.81	\$1.96	\$2.03	\$3.30	\$3.63	\$3.80	\$4.13	\$4.46	\$4.62	\$5.15	\$5.67	\$5.92	\$6.44	\$6.95	\$7.21
\$1.50	\$1.65	\$1.73	\$1.88	\$2.03	\$2.10	\$3.35	\$3.69	\$3.85	\$4.19	\$4.52	\$4.69	\$5.20	\$5.72	\$5.98	\$6.50	\$7.02	\$7.28
\$1.55	\$1.71	\$1.78	\$1.94	\$2.09	\$2.17	\$3.40	\$3.74	\$3.91	\$4.25	\$4.59	\$4.76	\$5.30	\$5.83	\$6.10	\$6.63	\$7.16	\$7.42
\$1.60	\$1.76	\$1.84	\$2.00	\$2.16	\$2.24	\$3.45	\$3.80	\$3.97	\$4.31	\$4.66	\$4.83	\$5.40	\$5.94	\$6.21	\$6.75	\$7.29	\$7.56
\$1.65	\$1.82	\$1.90	\$2.06	\$2.23	\$2.31	\$3.50	\$3.85	\$4.03	\$4.38	\$4.73	\$4.90	\$5.50	\$6.05	\$6.33	\$6.88	\$7.43	\$7.70
\$1.70	\$1.87	\$1.96	\$2.13	\$2.30	\$2.38	\$3.55	\$3.91	\$4.08	\$4.44	\$4.79	\$4.97	\$6.50	\$7.15	\$7.48	\$8.13	\$8.78	\$9.10
\$1.75	\$1.93	\$2.01	\$2.19	\$2.36	\$2.45	\$3.60	\$3.96	\$4.14	\$4.50	\$4.86	\$5.04	\$7.00	\$7.70	\$8.05	\$8.75	\$9.45	\$9.80
\$1.80	\$1.98	\$2.07	\$2.25	\$2.43	\$2.52	\$3.65	\$4.02	\$4.20	\$4.56	\$4.93	\$5.11	\$8.50	\$9.35	\$9.78	\$10.63	\$11.48	\$11.90
\$1.85	\$2.04	\$2.13	\$2.31	\$2.50	\$2.59	\$3.70	\$4.07	\$4.26	\$4.63	\$5.00	\$5.18	\$9.00	\$9.90	\$10.35	\$11.25	\$12.15	\$12.60
\$1.90	\$2.09	\$2.19	\$2.38	\$2.57	\$2.66	\$3.75	\$4.13	\$4.31	\$4.69	\$5.06	\$5.25	\$9.50	\$10.45	\$10.93	\$11.88	\$12.83	\$13.30
\$1.95	\$2.15	\$2.24	\$2.44	\$2.63	\$2.73	\$3.80	\$4.18	\$4.37	\$4.75	\$5.13	\$5.32	\$9.75	\$10.73	\$11.21	\$12.19	\$13.16	\$13.65
\$2.00	\$2.20	\$2.30	\$2.50	\$2.70	\$2.80	\$3.85	\$4.24	\$4.43	\$4.81	\$5.20	\$5.39	\$10.00	\$11.00	\$11.50	\$12.50	\$13.50	\$14.00
												\$12.00	\$13.20	\$13.80	\$15.00	\$16.20	\$16.80

Bazaar  
Sale Tips

- 1) Verify your sales against the invoice.
- 2) Round up or down for simple addition and change making.
- 3) Please call our elves at Kids Holiday Shoppes, Inc. if you have any questions.

## After the Sale Ends

- Count the returns of each item and fill out the inventory sheets. All reorders (call in and faxes) should be included on these pages.
  - Be sure inventory sheets are filled out completely
  - A total amount of all items sold must be listed
  - If you do not inventory your returns, our Kids Holiday Shoppe Elves will count your returns and these are the figures we will use to bill your school.
  
- Do not use the Box Contents Sheets for closing inventory. All unsold Shoppe items may be returned. Any damaged items are to be considered returns. Please put them in a separate box marked 'damaged'.
  
- Call our Holiday Shoppe Hotline @ 610-259-5300 and we will arrange for the unsold merchandise to be picked up.
  - Consolidate the unsold merchandise
  - Be sure each box is packed securely
  - Tape boxes on all sides for safe transit
  - Let us know how many boxes you will be returning when you call
  - Place inventory sheets in one of the boxes and secure the inventory label to the box
  
- At the end of your sale, please take a moment to jot down any suggestions you feel we could implement next year.

***Congratulations, you have just conducted a successful Holiday Shoppe***

***Note: Enclosed is a form for you to reserve your Holiday Shoppe for next year. If your Holiday Shoppe was a pleasant experience for you and your helpers, please sign and return the form with your inventory sheets and your school will receive an early signing bonus.***