

**YARD SALE
HANDBOOK
2024**

Our Yard Sale Mission

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

Departments & Department Chair Listing

- 1 – Books, Paper, Office Supplies: Jennifer Maloney
- 2 – Children Clothes: Janet & Christina Levine
- 3 – Adult Clothes: Jill Spivak
- 4 – Shoes: Jill Spivak
- 5 – Collectibles: Dick Moore
- 6 – Computer Equipment: Crawford Griffith
- 7 – Artwork, Baskets: Janet & Christina Levine
- 8 – Electronics: Crawford Griffith (temporary)
- 9 – Food: Pamela & Barney Cook, Elizabeth Cockerham
- 10 – Furniture
- 11 – Hardware, Tools, Miscellaneous
- 12 – Kitchen: Tonya Meyer
- 13 – Lawn, Garden, Pets: Joan Kowalik
- 14 – Linens & Towels
- 15 – Sports, Luggage, Office supplies: Joan Kowalik
- 16 – Toys: Jamie Pflasterer
- 17 – Traffic: Ric Kienzle
- 18 – Truck Manager: Helen Griffith
- 19 – Advertising Coordinator: Janet Levine, Jamie Pflasterer
- 20 – Money Manager: Helen Griffith
- 21 – Crafts & Holiday: Susan Holdsworth

General Guidelines

- 1 – Donations
- 2 – Pre Yard-Sale Space Prep
- 3 – Pre Yard-Sale Working
- 4 – Department Chairs
- 5 – Working on the Day of the Yard Sale

Donations

1. Please clean/dust your donations prior to donating, if needed.
2. We do not accept:
 - Child car seats
 - Cribs
 - Fuels or chemicals of any type
 - Propane bottles
 - Tires
 - Entertainment centers
 - Non-working appliances
 - Any furniture which cannot be loaded into the buyer's car.
3. Donations need to be delivered before Thursday to ensure that the items can be sorted and priced appropriately.
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 from the credenza in the Narthex or the designated area in the BYC.
6. We take donations of clothing hangers. Deliver them to the clothing area.
7. Plastic bags, shopping bags, and boxes are gladly accepted. If you have any of these, please distribute them to the Narthex, Fellowship Hall, and the BYC.
8. We accept most donated items in each department provided they are in usable condition. Someone will say, "that is exactly what I need".

Pre Yard-Sale

Space Prep

1. When possible, move or cover PoP property so no one will try to buy it. Then, put red "STOP – Do Not Sell" or "STOP – Do Not Sell – Property of Prince of Peace" tags on all church property that cannot be kept completely out of the areas the shoppers will be.
2. Block off the hallway from the side door, past the kitchen, into the Fellowship Hall. That area is usually used as overflow for the kitchen. Put up "Do Not Go Beyond This Point" sign(s).
3. Block off the hallway starting at the bookcases and going back to the nursery with a moving wall. The counters will be in this area. Put "Do Not Go Beyond This Point" sign(s) on the moving wall.
4. If you want the office to help prep signs for your space, please ask for them as soon as possible. Please return all signs to the office as they can be reused or help with making new signs.

Working

1. Sign-ups to help before and on the day of Yard Sale will be available on the wall leading to the back door and online.
2. Sign up for food donation on the wall leading to the back door.
3. 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 on the credenza in the Narthex. Write your name on the card and the dollar amount you owe. Take your purchases home, do not leave them or they will be sold again!
4. To pay for your purchases
In check or with cash:
A - before Yard Sale Day, leave it in the office with your index card
B - on Yard Sale Day, find someone handling who is handling purchase transactions and give them your payment with your index card
C - after Yard Sale Day, put the payment in the collection plate with your index card
With credit/debit card (that we accept):
A - You can pay only on Yard Sale Day. Find someone with a card reader, have them read your card and give them your index card.
5. Food will be sold the day of the sale. Please bring your food donation to the church Kitchen by Thursday so that the kitchen staff can take an inventory to see if they need to purchase more items before Yard Sale Day.

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, enjoy more 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.
4. Remember! When the Yard Sale and clean-up are over, everyone who helped that day is welcome to enjoy food and fellowship especially set for the workers.

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 Saturday 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 receive donation bags, keep them for the sale if they are reusable. If you are sure you have more than you need, check with other departments to see if they can use them before discarding them.
4. As you are sorting, if the item is broken, dirty, not repairable or is inappropriate for a church to be selling, throw it away.
5. Saturday morning arrive at the church by 6:30 am. Complete any last-minute tasks and get your money apron. (See the Finance team in the music room to pick it up.) Be at the front of the church by 7:00 am for the opening, announcements, and prayer.
6. Our sale ends at noon. Discount your items as needed as the day goes. Departments may go to half price any time and is determined by the chair. (You might even consider giving out bags to fill for \$1.00- \$5.00.) Please start boxing left over stuff @11:45 am. Our trucks will start loading at 2:00 to take donations to the charities. Charities are contacted, such as Interfaith Clothing in Gaithersburg, to start receiving 2-4.
7. After you have cleaned your department, go to the Food Booth area to enjoy the additional fellowship before going home. We have special treats for all our workers that have completed the day. (You don't want to miss this).
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

Nonfiction history

Not Popular:

Dated materials such as travel guides from years past.

Department Guidelines:

1. No magazines or textbooks
2. No video tapes but DVD's and books on CD are great

For Future Yard Sales:

- 1 - Turn in all posters, signs, and this page to the office.
- 2 - Make notes on this page for what went right, what didn't work so well, and what to change.
- 3 - Update above categories

Children's Clothes Department

Popular:

Baby clothes

Not Popular:

Department Guidelines:

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

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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.

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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.

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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)

Accepted:

Computers, laptops, computer peripherals, software, video games, video equipment (inc. TVs), audio equipment

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.

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**Crafts and Holiday Department
Artwork and Baskets
(2 departments?)**

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.

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Electronics Department

Popular:

TVs

Not Popular:

Accepted:

Fridges, microwaves, waffle makers, hair dryers, lamps, bread machines, blenders, griddles, toaster ovens, clocks, etc.

Department Guidelines:

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

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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.

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Furniture Department

Popular:

Not Popular:

Department Guidelines:

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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.

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Kitchen Department

Popular:

Not Popular:

Department Guidelines:

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Lawn, Garden, Pets Department

Popular:

Not Popular:

Department Guidelines:

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Linen & Towels Department

Popular:

Not Popular:

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Sports, Luggage, Office Department

Popular:

Not Popular:

Department Guidelines:

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Toys Department

Popular:

puzzles, games, legos, stuffed animals, dolls, cars & trucks, dress up, kids crafts, science kits, building toys, dollhouses, kitchens, baby toys

Not Popular:

broken toys

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Traffic Department Department Guidelines:

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Truck Department Department Guidelines:

Items We Do Not Transport:

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Advertising Coordinator Department Guidelines:

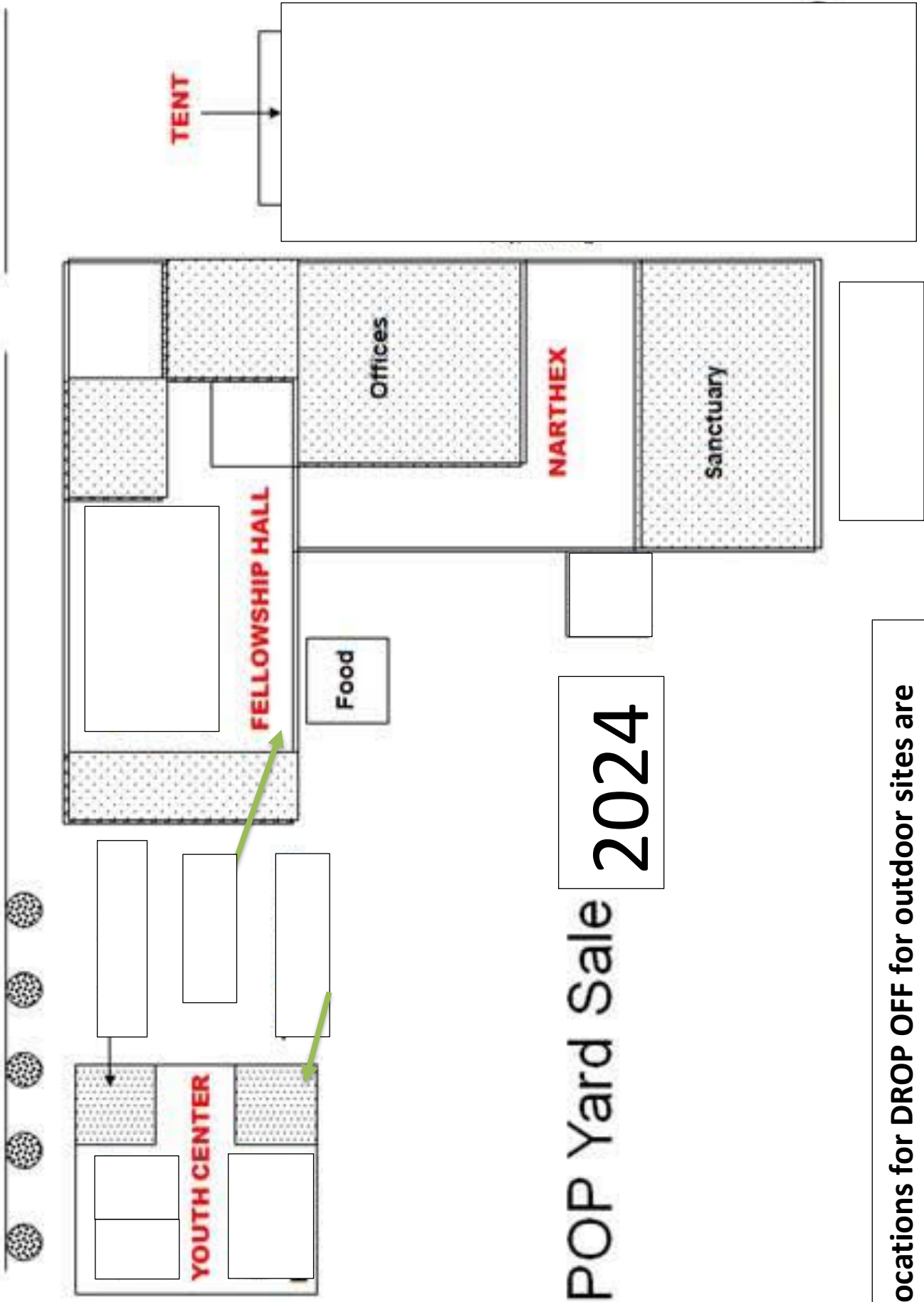
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Money Manager Guidelines:

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POP Yard Sale 2024

Locations for DROP OFF for outdoor sites are shown with the green arrow

