

# EICF Items Sales Instructions

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

## Prices:

Magnets:	\$2.00
Pens:	\$2.00
Mugs:	\$6.00
T-Shirts (only from previous festivals):	
Small, Medium, Large & Extra Large	\$6.00
Extra Extra Large	\$8.00

## Purchases:

- Write a receipt for each person's total purchase including the item(s) they purchased, the quantity, size of T-shirts and total price by using a calculator and double checking it.
- Tell them the total price.
- If they pay by check, have them make it out to the **Eugene Irish Cultural Festival**, check their photo ID (their picture, name and address) and **make sure their current telephone number is on the check**.
- If cash is given, put the cash outside the cash box, carefully determine the change to return and double check to make sure it is correct. As you give them the change, count it from the amount owed to amount given, give them their items and **the copy** of the receipt (leave original in the receipt book) and put the cash in the box.
- On the tally sheets, add to the tally each item sold with a pencil (see below).
- A steering committee member will visit the table on a regular basis to collect money. Both you and s/he need to verify the amount with signature or initials. If you are short on \$1, \$5 or \$10 for change, request these.
- When you are finished with your shift, give these instructions to the next EICF Items Sales volunteer and share the wisdom you have gained in selling items with the next volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

## **Thanks for Volunteering!**

<b>Item</b>	<b>Year</b>	<b>Size</b>	<b>Number</b>	<b>Sold</b>	<b>Price</b>
Mugs		11 oz			\$6.00
Magnets					\$2.00
Pens					\$2.00
T-Shirts					
T-Shirts					
T-Shirts					
T-Shirts					