

T-Shirt Sales Instructions

****Please ask for photo ID from anyone writing a check and be sure a phone number is on the check****

T-Shirt Prices

- All T-shirts except for XXL from this year's festival are **\$(to be determined)**. The **XXL** ones are **\$(to be determined)**. If someone asks why, it's because we were charged \$2 more for these T-Shirts.
- T-shirts from previous years are **\$(to be determined)**.

T-Shirt Purchases

- Write a receipt for each person purchasing a t-shirt(s). Write on the receipt the size, quantity, year and price for each t-shirt.
- Tally the number, size and year of t-shirts sold on the t-shirt record.
- Carefully add the total amount that needs to be paid by the buyer by using a calculator and double checking the total. Then write the total on the receipt.
- Give **the copy** of the receipt to the buyer and leave the original in the receipt book.
- It is preferable that people pay with cash, but if they pay with a check, have them make it out to the **Eugene Irish Cultural Festival** and check their photo ID (their picture, name and address) and **make sure there is a current telephone number on the check**.
- If cash is given to you that is more than what they owe, don't put the cash in the box until after you have given them their correct change.
- Carefully do the math to determine the change to return to the buyer. As is done in stores, count from their total to the amount they gave you when giving their change.
- One of the steering committee members will visit the table on a regular basis to collect money. When that person does visit, s/he will have an envelope in which the money will be put and the total amount will be recorded. Both you and the steering committee member need to initial the recorded amount on the envelope.
- When you are finished with your shift, give these instructions to the next T-Shirt Sales volunteer and share the wisdom you have gained in selling T-Shirts with the next volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

Thank you for volunteering.