

T-Shirt Sales Instructions

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

T-Shirt Prices: All the T-shirts this year are from past festivals.

Small, Medium, Large & Extra Large	\$8
Extra Extra Large	\$10

T-Shirt Purchases:

- Write a receipt for each person purchasing 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 tally sheet.
- Carefully add the total amount that needs to be paid by the buyer by using a calculator and double check the total. Write the total on receipt. Give **the copy** of the receipt to the buyer and leave the original in the receipt book.
- If they pay with a 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 amount of change to return, count the change from the amount owed to amount given, give them their T-shirt(s) and put the cash in the box.
- A steering committee member will visit the table on a regular basis to collect money. S/he will have an envelope to store the money and the amount recorded. Both you and s/he need to verify the amount with signature or initials.
- 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.

Thanks for Volunteering!