



Dear Junior League Member,

The New to You Sale will be held on Saturday, November 14 from 8 a.m. to 3 p.m. at the upper level of the former Marshall Fields location at Glenbrook Square. The sale date is quickly approaching and everyone has a role to play in the success of this year's fundraiser. As a new or active member, you are required to donate a minimum of \$150 worth of gently used merchandise to the sale and to work four (3) hour shifts – two during setup and two on the day of the sale.

The purpose of this packet is to provide you with information on:

- 1) Selecting, pricing and organizing your donation items
- 2) The check in process at the sale site
- 3) Donation and volunteer shift times

Please review the following pages and use them as a guide while preparing to meet your requirements for the New to You Sale. The committee has been working very hard to provide you with all the information that you may need. Please let us know if you any additional questions. You may contact Michelle Beary, New to You Chair, at 260-672-0154 or via e-mail at [Michelle.Beary@verizon.net](mailto:Michelle.Beary@verizon.net).

Sincerely,

*Michelle Beary*

Michelle Beary  
New to You Chair

# Section 1: Information on selecting, pricing and organizing your donation items

## What to donate

As you prepare your donation, please keep in mind the timing of the sale. The committee would like to put in a special request for house wares, holiday items, fall/winter clothing, outerwear and toys.

We will accept all of the following gently used items:

- Gently used clothing and coats – men, women and children
- Shoes, purses, jewelry, belts, scarves, hats, and other accessories
- Toys (containing all pieces) and stuffed animals
- Sporting goods, including bicycles- please make sure items are clean
- CD's and DVD's (must be in original case)
- Books – hardback and paperback
- Computers, electronics and small appliances – must be in good working order
- House wares and holiday items (as follows)
  - Items originally sold as a set should have a minimum of 4 pieces (ex. Dishes, china, glasses, silverware, towels, ornaments)
  - Items in pairs (i.e. serving sets, sheet sets, etc.), if the original retail value was over \$20
  - Single item housewares and décor items, if the original value is over \$10
  - Furniture and artwork- pieces must be in good condition, no tears, stains, missing or broken pieces.

We will NOT be accepting the following items:

- Used undergarments, socks and swim suits
- Plastic cups and novelty coffee mugs
- Plastic or foam shoes- including Crocs, jellies and flip flops
- Candles- used or single votives
- Fast food restaurant toys

- College textbooks
- Single item house wares or décor items with an original value of less than \$10

We ask that all items be in new or gently used condition and be resale ready. This means clothing and shoes should be clean and free of holes, rips or stains. Other items should be wiped down as needed and should not contain broken parts.

Please remember these criteria are set up to help us meet our goal of raising funds for the mission of JLFW.

**Sorting and Pricing**

Please have all items sorted and priced prior to arriving at the mall for your donation processing. The only exceptions are items which the committee has requested that you not mark. (see attached price sheet for details)

**Step One- Sort it!**

Please sort your items by department: Boutique (see list of brands below), Women’s clothing, Men’s clothing, Infant clothing, Girl’s clothing, Boy’s clothing, Junior’s clothing, Maternity, Accessories, Infant Accessories, Shoes, Toys, House wares, Electronics, Sporting Goods and Furniture.

**Boutique Brands (These items will be tagged and priced by committee members)**

111 State Street	Eileen Fisher	Sean John
Anne Klein	Elizabeth (Plus size)	Sigrid Olson
Baby Phat	Couture	Talbots
BEBE	Ellen Tracy	Tommy Bahama
Calvin Klein	Jones New York	Tommy Hilfiger
Chanel	Kasper	Vera Bradley
Dana Buchman	Nautica	Versace
DKNY	Nine West	BCBG
Armani	Ralph	Vera Wang
Dolce & Gabbana	Lauren/Polo/Chaps	Marc Jacobs

If you have a brand name item that is not listed here, but feel it might be a Boutique item, please go ahead and tag it as a regularly priced item. Please see a committee member upon check-in.

Designer ‘knock offs’ will gladly be accepted, but should be included with your regular priced items.

**Step two- Tag it!**

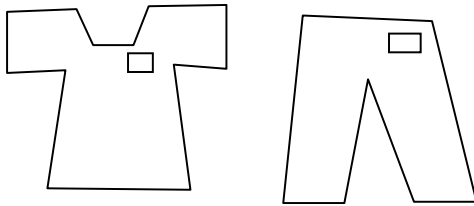
Prepare to price items by reviewing the price sheet on the following page. Each line item will have a price and a preparation listed. The “preparation” will let you know whether it needs to be marked, not marked, hung, pinned, rubber banded together etc. Pricing and preparation work should be completed at home. Supplies will be available onsite for those who do not have them at home.

Attached to this packet you will find a page of 80 price labels that you should use for labeling your donations. Please let us know if you need more. Please return any unused tags to the committee when you report to the sale for processing.

### Clothing general information

- Please write the size and price of items on the price sticker – as shown
- Tags should be placed on the front upper right hand side of shirts as well as pants – as shown

Size
Price



- If you are tagging an outfit of 2 or more pieces, please indicate that there are multiple pieces on the price tag above the price. (e.g. 2 pcs). Coordinated outfits that are indicated not to be hung should be safety pinned together and priced on the upper right hand corner of the shirt.
- All hanging items should be placed on the hanger so that they are facing left.
- If you are unable to find an item on the price sheet, please set it aside and see a committee member upon check-in.
- Please fold items so that tags are visible.

### For non-clothing items, please consider the following:

- Untangle cords and tape them in an organized fashion
- Include instruction booklets if available
- If an item includes many small parts, please place the components into a clear plastic bag – you may also tape this to a main part of the object, if applicable.
- You may use masking tape or rubber bands to organize sets of linens, towels, curtains. Please include sizes when applicable (i.e. if you are labeling bed sheets – mark as twin, full, queen, or king and for curtains – mark with dimensions if known). You may also include details such as pieces included.

### **Step three: Box it! Bag it!**

Once all items are marked, please box or store your items so that they are not wrinkled or damaged. Dress items should be kept on hangers. Tip: your check-in process will go much smoother and quicker if you have items stored by category and size.

As you are packing up your goods, please use the price list to help you estimate the overall value of your donation. You will be asked to provide this during the check-in process. For items that are not included on the sheet, use the pricing of similar items to help quantify its value.

### **Large Furniture Items**

If you have large furniture items that you are unable to transport to the sale location, please contact Cheryl Felger, New to You Committee Member, at 260-482-2986. She is organizing a pick up during the setup week.

## **Section 2: Information on the check in process at the sale site**

When you arrive at the former Marshall Field's location for your donation, you should allow up to one hour to prepare your items for the sales floor. (Please note that the time spent processing donated goods does not count toward your 12 volunteer hours and you may not process items during your scheduled shift.)

Upon arrival, you may park at the doors temporarily to unload. Volunteers will be staffed to assist you in the unloading process. Next, you will be required to complete forms that will ensure that your donations will be counted for your requirements. You will also receive documents for tax purposes. Finally, you will be required to process your items and to place your items on the tables and racks in their specific departments. A table space will be provided to you to help you get organized. Some minor preparations may be needed to your items (i.e. dress items and coats will be hung on store hangers, coordinated outfits should be hung or pinned together, jewelry items placed in plastic bags, shoes rubber banded together, etc.). We will provide supplies for you including store quality hangers, safety pins, masking tape, plastic bags, and rubber bands in case you do not have those at home. We will also provide extension cords for you to test electronic items before placing them on the sales floor.

If you have donations from family and friends, we will gladly accept these items and provide documentation for tax purposes.

## Section 3: information on donation and volunteer shift times

Please sign up for four (3) hour shifts – two during sale setup Saturday, November 7 through Friday, November 13 – and two on the sale day, Saturday, November 14. To schedule your shifts, please contact Whitney Heitmeyer at [whitney\\_heimeyer@hotmail.com](mailto:whitney_heimeyer@hotmail.com) or 260-637-1898. All shifts should be scheduled no later than Thursday, Oct. 15. If you are unable to meet your total shift requirement, please notify the Membership VP, Vicki Heckman by the October 15 deadline.

Below is a complete listing of the shift and donation dates and times. Please note that donations will be cut off on Wednesday in order to have all items prepared in time for the Saturday morning opening.

### Pre-Sale Shifts

Sat., November 7	9 am. to Noon	Noon to 3 pm	3 pm to 6 pm
Sun., November 8		Noon to 3 pm	3 pm to 6 pm
Mon., November 9			5:30 pm to 8:30 pm
Tues., November 10			5:30 pm to 8:30 pm
Wed., November 11	9:30 am to 12:30 pm		5:30 pm to 8:30 pm
Thurs., November 12	9:30 am to 12:30 pm		5:30 pm to 8:30 pm
Fri., November 13	9:30 am to 12:30 pm		5:30 pm to 8:30 pm

### Sale Day Shifts

Sat. November 14	7:30 am–10:30 pm	10 am– 1 pm	12:30 pm–3:30 pm	3 pm–6 pm
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In order to minimize trips to the mall location, the committee would like to offer members the following options for working shifts and making donations on the same visit.

- Saturday and Sunday shift volunteers are encouraged to process their items on the same day. For those who work the first two shifts, they may stay after their shift to process. For those who work the last shift of the day, volunteers are encouraged to process their items during the Noon to 3 p.m. shift.
- Wednesday shift volunteers may process their own donations at the end of their volunteer shifts.
- Thursday – Friday shift volunteers are respectfully requested to have already completed their donations.

The deadline for scheduling shifts is Thurs., October 15<sup>th</sup>. Schedule your shifts as soon as possible for the best selection of times!

### Questions

Please contact Michelle Beary, New to You Committee Chair, at 260-672-0154 or via e-mail at [Michelle.Beary@verizon.net](mailto:Michelle.Beary@verizon.net).

**New To You Price Sheet for Nov. 2009 Sale**

**This list should be used as a guide to help members price and prepare items for the 2009 New to You Sale. Please consult IRS guidelines when claiming for tax purposes.**

Qty	Clothing - All	Preparation	Price	Total	Qty	Linens	Fold All	Price	Total
	Bathrobes	Fold	\$ 2.00			Bath mats, seat covers	Fold	\$ 2.00	
	Coordinated Outfits					Bedspread/Comforter	Fold,add size	\$ 6.00	
	- Adult	Hang	\$ 4.00			Blankets	Fold,add size	\$ 5.00	
	- Child/Infant	Pin/Fold	\$ 3.00			Blankets, electric w/controls	Fold,add size	\$ 6.00	
	Dresses-Formal/Bus	Hang	\$ 6.00			Comforter set (w/sheets)	Fold,add size	\$ 10.00	
	Dresses - Everyday	Hang	\$ 3.00			Curtains, each	Fold,add size	\$ 2.00	
	Pajamas & Nightgowns	Fold	\$ 1.00			Kitchen towels	Fold	\$ 1.00	
	Pants					Placemats (sets of 4 or	Fold	\$ 2.00	
	- Casual	Fold	\$ 2.00			Sheets (sets)	Fold,add size	\$ 4.00	
	- Dress Pants	Hang	\$ 3.00			Tablecloths	Fold,add size	\$ 3.00	
	- Jeans/Overalls	Fold/do not mark	\$ 2.00			Throw Pillows		\$ 2.00	
	Shirts:					Towels (single)	Fold	\$ 1.00	
	- Casual/everyday	Fold	\$ 2.00			Towels (set)	Fold, tape	\$ 5.00	
	- Dress	Hang	\$ 3.00						
	- T-shirts/Tanks	Fold/do not mark	\$ 0.50						
	Shorts - all	Fold/do not mark	\$ 1.00			<b>Qty Baby Accessories</b>	<b>Preparation</b>	<b>Price</b>	<b>Total</b>
	Skirts/Skorts	Hang	\$ 2.00			Bibs (no stains, new condition)		\$ 0.50	
	Suits	Hang	\$ 5.00			Blankets	Fold	\$ 2.00	
	Sweaters	Fold	\$ 3.00			Bottles		\$ 0.50	
	Sweatshirts	Fold	\$ 2.00			Crib Bedding Set	Fold	\$ 5.00	
	Sweatpants	Fold	\$ 1.00			Crib bumper	Fold	\$ 1.00	
	Sweatsuits - 2 pc	Fold, pin	\$ 3.00			Crib Sheet	Fold	\$ 0.50	
						Large Gear: stroller, high chair, playyard		\$ 10.00	
						Small Gear: swing, bouncer, walker, tub		\$ 5.00	
	<b>Qty Accessories</b>	<b>Preparations</b>	<b>Price</b>	<b>Total</b>		*** Check cribs, swings, etc for safety			
	Belts	Do Not Mark	\$ 0.50			***Car seats will not be accepted			
	Jewelry	Bag	\$ 0.50						
	Gloves/Mittens/Winter					<b>Qty Toys</b>	<b>Preparation</b>	<b>Price</b>	<b>Total</b>
	Scarves	Pin	\$ 0.50			Barbie/Bratz		\$ 0.50	
	Dress Scarves	Fold	\$ 1.00			Board games	Bag pieces	\$ 2.00	
	Purses	Do Not Mark	\$ 2.00			Card games	Bag	\$ 1.00	
	Shoes/Boots					Dolls- baby dolls		\$ 1.00	
	- Adult	Rubberband and size/ Do not price	\$ 3.00			Puzzles: less than 100 pc	In original package	\$ 1.00	
	- Child	Rubberband and size/ Do not price	\$ 1.00			100 or more	In original package	\$ 2.00	
						Stuffed Animals		\$ 1.00	
	<b>Qty Outerwear</b>	<b>Preparation</b>	<b>Price</b>	<b>Total</b>		Toy bags (odds and ends)		\$ 0.50	
	Coats - Winter					Toy Sets (e.g. dolls house, castles)	Priced by Cmte	\$ -	
	- Adult	Hang	\$ 8.00						
	- Child	Hang	\$ 6.00			<b>Qty Sporting Equipment</b>	<b>Preparation</b>	<b>Price</b>	<b>Total</b>
	- Infant	Fold	\$ 4.00			Baseballs/Softballs		\$ 1.00	
	Coats - Blazer/Sports/					Baseball bats & gloves		\$ 2.00	
	All Weather					Basketballs/Footballs/Soccer balls		\$ 2.00	
	- Adult	Hang	\$ 5.00			Bicycles: Adult		\$ 15.00	
	- Child/Infant	Fold, add size	\$ 2.50			Children		\$ 10.00	
	Snowwear	Fold	\$ 3.00			Golf bags w/ clubs		\$ 10.00	
						Helmets & pads		\$ 2.00	
	<b>Qty Pets</b>	<b>Preparation</b>	<b>Price</b>	<b>Total</b>		Hockey/Ski gear		\$ 2.00	
	Beds: Small		\$ 2.00			Skates: ice		\$ 2.00	
	Large		\$ 4.00			in-line		\$ 5.00	
	Bowls		\$ 1.00			Tennis Rackets		\$ 3.00	
	Leashes & collars		\$ 2.00						
	Scratching posts/trees		\$ 2.00						
	Toys (dog/cat/etc)		\$ 1.00						
	Traveling cases/cages	clean	\$ 7.00						
						<b>Your Name:</b>			
						<b>Total Donation:</b>			

Sheet November 2009 Sale									
Qty	Furniture	Preparation	Price	Total	Qty	Holiday	Preparation	Price	Total
Furniture will be priced on an individual basis by cmte.						Christmas tree (big)		\$ 10.00	
						Costumes		\$ 3.00	
Qty	Household Items	Preparation	Price	Total		Decorations (wreaths, etc)		\$ 3.00	
	Baskets	Do Not Mark	\$ 1.00			Figurines		\$ 1.00	
	Books: Hardback	Do Not Mark	\$ 2.00			Ornaments		\$ 1.00	
	Paperback	Do Not Mark	\$ 1.00			String of lights	Tape or wrap cords	\$ 1.00	
	Canning jars (each)		\$ 0.50						
	CDs	Do Not Mark	\$ 2.00		Qty	Crafts:	Preparation	Price	Total
	Cookware	Priced by Cmte				Floral - single pieces		\$ 0.50	
	Dishes	Priced by Cmte				- arrangements		\$ 3.00	
	DVDs	Do Not Mark	\$ 3.00			Kits	Bag in clear pkg.	\$ 2.00	
	Elec. Appliances	Priced by Cmte				Material (per yard)	Rubber band	\$ 0.50	
	Electronics	Priced by Cmte				Patterns	Bag in clear pkg.	\$ 1.00	
	Figurines (not collectable)		\$ 1.00			Yarn (each)	Rubber band	\$ 1.00	
	Frames: small picture frames <sup>up to 5x7</sup>		\$ 1.00						
	large <sup>(8 x 10 and larger, multi photo)</sup>		\$ 3.00						
	Framed pictures: small		\$ 2.00			<b>Three Things to Keep in Mind</b>			
	large		\$4 - 10			1. Remember to watch for Boutique items in really good condition for Women's, Men's and purses.			
	Glasses: Set of 4, 8	Box	\$ 2.00			2. If it is not worth the price listed on this sheet, please reconsider that item for donation.			
	Set of 12+	Box	\$ 3.00			3. If it is not listed on this sheet, please set aside for committee to price.			
	Lamp: Floor		\$ 6.00						
	Table		\$ 3.00						
	Lamp shade		\$ 2.00						
	Luggage: Small		\$ 2.00						
	Medium		\$ 4.00						
	Large		\$ 6.00						
	Mugs (set of 4 or more)	Box	\$ 2.00						
	Silverware	Priced by Cmte							
	Tapes - Audio/Video	Do Not Mark	\$ 1.00						
	Television	Priced by Cmte							
	Vacuums	Wrap cord	\$ 5.00						