**TAGGING INFORMATION SHEET FOR SELLERS**

St. Joseph the Worker Children’s Clothing & Toy Sale

***ALL TAGS MUST --***

1) …**be attached!** Items that lose their tags cannot be sold, so be sure your tags are attached securely.

2) …**be complete**! Fill out all THREE lines on every tag. **Items with incomplete tags will not be put into the sale.** For clothing and footwear, use the “size or item” line to write the size (or “fits like” size). For everything else, use the “size or item” area on the tags to write a brief description (ie: book, CD, pop up toy, etc).

3) …**have one edge exposed if using packaging tape**. Do not completely cover the tag with tape as it makes it very difficult to remove in one piece (for payout). Leave at least a portion of the tag without tape on it.

***IN GENERAL --***

Please know that we deal with a huge volume of goods at the sale, and while we do our best to keep things together, plan on items being handled many times by many people.

Clear packaging and clear plastic bags are more likely to help your items sell. Customers want to see what they are buying.

Anything with pieces is best secured in a closed zip lock bag taped or stapled at the top which keeps everything together and prevents little hands from opening it during the sale.

If an item is too big or cumbersome to have on display, attach photos of what it looks like set up.

Dollar stores are a great place to pick up inexpensive batteries, safety pins, and plastic bags for preparing your items to sell.

**CLOTHES**

Use the “size or item” area on the tag to write the size. If an item isn’t true to size, write “fits like \_\_\_” on that line, so it can be put on an accurate table for shoppers.

If there is a label/tag, you can use a tagging gun and plastic barbs to attach your pink/blue/yellow tag.

If there is not a tag/label, you MUST safety pin (no straight pins or staples) the paper tags onto the garment label. \***\*DO NOT put plastic barbs through any part of the clothing – not even through the seams.\*\***

If there are two or more pieces to an outfit, safety pin the items together. Hangers will be provided for items that hang (dressy items, outerwear). If you would like to bring them in on your own hangers, please know the hangers won’t be returned.

***If possible, bring your items to the drop off in bags sorted by size and gender.*** This is especially helpful with the larger volumes that we take in.

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**SHOES/FOOTWEAR:**

Use the “size or item” area on the tag to write the size. If an item isn’t true to size, write “fits like \_\_\_” on that line. Secure shoes/footwear together using the laces, string, ribbon, or safety pins. You can also place both shoes in a gallon plastic bag if they are small enough to fit.

**BOOKS**

Place the tag on a lower corner of the BACK outside cover of the book. Remember to leave one side of the tag uncovered so that it can be removed easily by cashiers. If you are selling many books, it would be helpful if you sorted them into categories before dropping them off (picture books, chapter books, activity books, parenting books).

**PUZZLES**  
Puzzles not in a boxes can be covered with plastic wrap to ensure all the pieces stay together. You can also put all of the pieces in a sealed plastic bag and attach the bag to the puzzle frame. Please take the time to ensure puzzles have all their pieces.

**ELECTRONICS**

Smaller electronic games and cartridges could be attached to a piece of cardboard and put in a gallon size plastic bag. They tend to be more expensive, so this might give them better visibility for shoppers and sale volunteers.

***FINALLY--- REMEMBER ---***

You set the price of the items you are selling. Suggestion -- price your items to sell!

***The minimum amount you may price something is $.50. Price everything in increments of $.50. (ie - $.50, $1.00, $1.50 etc).*** You will receive 70% of the amount if the item sells on FRIDAY or SATURDAY, and the other 30% will go to Social Justice ministries.

***All items are to be marked with pink, blue, or yellow pricing tags.*** They are available on the kiosk at church, or you may print your own on pastel colored paper (template available on church website). **Pink tags** are for girl clothing, footwear and outerwear; **blue tags** are for boy clothing, footwear and outerwear; **yellow tags** are for all other items (ie: toys, books, gender neutral clothing).

***You create your own personal code number for your tags***. Use the first three letters of your last name and the date and month of your birthday. Example: Mary Green, born May 18th - code of GRE518.

**Questions can be directed to Jennifer Brandt and Kim Schulte:** [childrenssale@sjtw.net](mailto:sjtwclothingandtoysale@embarqmail.com)