

TAG COUNTING TEAM – VOLUNTEER INSTRUCTIONS

Tuesday, Wednesday + Thursday 9 am- 11 am (week after the sale)

Please: When you arrive for your shift, please sign the Sign-In/Sign-Out sheet so that your volunteer hours are correctly recorded. Consignors will only be given credit for the hours logged on the sign-in/sign-out sheets.

The Tag Counting Team are responsible for accurately:

1. Separating all sale tags from the consignment sale by consignor number,
2. Creating a tally sheet listing every sale tag attributed to each consignor number,
3. Adding the sales tags and the tally sheets to confirm a total amount,
4. Placing the sale tags and tally sheet for each consignor number in a paper sandwich bag;
5. Delivering the bags of sale tags and a list of all consignor numbers and total sales for each consignor number to the Consignment Sale Team the week after the consignment sale.

When you arrive at Annandale United Methodist Church for your volunteer shift, you must enter through the middle doors, to the left of the main entrance. There is an intercom on the column to the right of the door. Identify yourself as a volunteer with the consignment sale and you will be buzzed in. Walk forward and go through the door ahead and down one flight of stairs. Take a right as you exit the stairway and go to the school office on your left. The staff will tell you where the team will be sorting tags. If you are volunteering multiple days, once you know where to go you may go directly there after entering the building.

Volunteers may bring their children but please bring snacks and activities to keep them occupied and happy!

All supplies are provided and readily available on site.

The tag counting process is simple but takes several steps to accomplish correctly.

1. Label boxes for numbers 1-999 in increments of 100. (ex. 200-299)

You will find that some increments of 100 will need further separation.

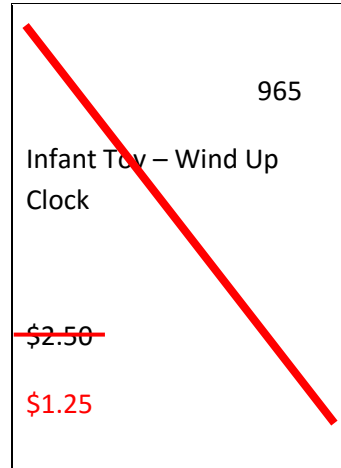
2. Divide all the tags by placing them in these increments.
3. Reference the consignor list to identify the number of consignors.
4. Label a paper sandwich bag for each consignor number on the list.
5. Separate all tags by consignor number.
6. Once all tags are separated, counting begins, one bag at a time.

- A. Separate all tags by price into individual piles.
- B. Pay special attention to half-price tags. Items sold at ½ price should have a red slash on the tag and the sales price written in red. See image below:

Colored Tags:



White Tags:



- C. Use a Tally Sheet for each consignor number. List each dollar amount and the number of sale tags at that dollar amount. Multiply the dollar amount by the total number of sale tags in that amount for a total.

NAME: _____

CONSIGNOR NUMBER: _____

Sale Tag Price	Number of Sale Tags	Dollar Amount
\$0.50	9	\$4.50
\$0.75	5	\$3.75
\$1.00	14	\$14.00
\$4.00	24	\$96.00
Side 1 Total: \$		118.25
Side 2 + \$		0
TOTAL DUE CONSIGNOR = \$ 118.25		

E. Each consignor bag needs to be recounted twice from start to finish by another Tag Counting Team Volunteer.

- Start from the beginning: Go through all tags. Verify that all piles of sales tags are of the same dollar amount. Create a Tally Sheet. Record prices and quantities. (You may do this on the back of the original Tally Sheet if the second sided was not used.) Verify that both totals are the same.
 - If totals are not the same, have a different Tag Counting Team Volunteer start from the beginning and do it all again until you have two matching totals.
7. Once a consignor bag has been counted twice with the exact same results, staple the price list to the bag and staple the bag shut.
 8. The manager records totals of each bag on master list of consignor numbers and gives it to the Consignment Sale Team.

Special Instructions for Lost Tags (assist Tag Team Manager with this task)

1. Separate tags that do not have a consignor number into a separate pile.

Some items are sold at the consignment sale without a sales tag. The Cashier Manager will create a sale tag for the item. The sale tag should have a question mark at the top of the tag to indicate this fact. The Tag Counting Manager will create a list of all the items sold without a sale tag.

Some consignors forgot to put their consignor number on their sale tags. The counting manager will write up a list of all items sold without a consignor number. This list will be published to all the consignors so that they may match their item with the sale tag.

2. Tag Counting Manager will email the list of sale tags without consignor numbers to the Sale Co-Chairs. The list will be published to all the consignors so that they may match their item with the sale tag.