

# Charter Annual Yard Sale Committee

Approved by the Board: \_\_\_\_December 18, 2013

Revised by the Board \_\_\_\_\_

## I. Mission:

The primary mission of the annual Yard Sale is to raise the maximum amount of money possible by selling yard sale items. Additionally, provide fund raising opportunities to other committees such as Social Action and Justice (e.g Distabor annual costs) with Bakery and outside grill sales.

The secondary mission of the annual Yard Sale is to encourage maximum, congregational fellowship in the conduct the sale and to welcome visitors to our church.

## II. Responsibilities:

Set date for Yard Sale on Church Calendar.

Publicize date and time of yard sale thru email, Facebook, weekly email announcements, Sunday bulletin notices, and posters to encourage maximum participation by every member of the congregation.

Have one Yard Sale organizational meeting at the end of May for an August yard sale. Assign tasks to volunteers at this time. Decide on type of food sales and limitations for Yard Sale donations.

Obtain Board approval for other committee fund raising activities during Annual Yard Sale.

Follow Yard Sale manual spreadsheet list of action items and schedule.

Coordinate pickup of leftover items with local non-profit.

Have signup sheets available for all required jobs for yard sale at least one month in advance of Sale.

Insure two cashiers follow UUCSV Cash management procedures.

Submit budget request to Finance Committee by February 15th for the coming year's yard sale.

Call everyone in the church directory that you are not sure knows about the yard sale during last week of prior to the yard sale.

After yard sale have wrap-up meeting to discuss how the sale went. Record what went right and what went wrong. Make recommendations for improvement.

### **III. Terms and Conditions:**

The Board shall appoint the chairperson for the Annual Yard Sale. The Chairperson shall appoint all other Yard Sale Committee members. The Chairperson shall keep the Board informed about the progress of Yard Sale planning and conduct.

The Board Liaison for Fund Raising Activities shall be the contact person to resolve questions regarding planning and conduct of the yard sale.

Recommend a projected income figure to the Treasurer for the annual budget.

Develop and maintain a procedures manual detailing the process by which the Yard Sale is conducted.

Provide an Annual Report to the Board outlining conduct and results of the yard sale within sixty days of the Yard Sale. Include list of committee members, activities, and issues.

Maintain record of expenses and revenue for the Yard sale and for individual activities (bake sale, outside food and drink sale, and yard sale item sales). Maintain record of number of sales for each type of sale (yard sale items, outside food, bakery items etc.)