



Office: 580-399-4177

www.natalieselfshelfholidaystore.com

Chairperson Manual

Elf Shelf Steps at a Glance

Shopping Dates _____ to _____

Reserve Space at school for: _____ Confirmed: _____

Place Notices on Facebook: Date Done: _____

Send Home "Watch For" Flyers: Date Done: _____

Place Posters around school: Date Done: _____

Display the banners: Dates Done: _____

Print Off Elf Wallet Forms: Date Done: _____

Send Home "Has Arrived" Flyers, Elf Wallet & Envelopes: Date Done: _____

Obtain \$100.00 in change from Treasurer: _____

Schedule Volunteers: _____

Post Classroom Schedule in Teachers' Lounge: _____

Put Classroom Schedule in Teachers' Mailboxes: _____

Advertise the classroom shopping dates on Facebook: _____



ADVERTISING YOUR SHOP



- **3 Weeks Prior to Shop** – Send home the “Watch For” fliers, hang display posters, announce shop on your Facebook Page/Website.
- **Print Elf Wallet Form** (Copy on next page and PDF was emailed to you)
- **2-3 DAYS before your event** – Send home “Has Arrived” fliers with the gift guide envelopes stapled to them and Elf Wallet Form. Some schools print the class schedule on the back.
- **Post on Social Media** with the pictures that we provide. Download the social media Images on our website: www.natalieselfshelfholidaystore.com



3 Weeks Before the Shop

- **One week before your shoppe**, hang the “Coming Soon” banner in front of your school.
- **First Day** – Hang the “NOW” banner in front of your school & the door panel on the room where your shop will be held.
- **Have regular announcements** over the PA system about the shop.

2-3 Days Before the shop



Have Questions?
Call/Text Natalie: 580-399-4177

We accept Debit/Credit Cards!



- 1) Pay now at:
www.elfpaynow.com
- 2) Select your child's school and complete transaction.
- 3) Complete voucher

- 4) Send in voucher with your student on shopping day.



For use in our school's Elf Shelf store only.

Parents/guardians please complete the voucher before sending in.

Student's Name: _____

Payment From: _____

AUTH CODE: _____

Amount: \$ _____

Shown after payment and in your email receipt.

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Student's Name: _____

Payment From: _____

AUTH CODE: _____

Amount: \$ _____

Shown after payment and in your email receipt.

!Aceptamos tarjetas de débito/crédito!



- 1) Pagar ahora en:
www.elfpaynow.com
- 2) Seleccione la escuela de su hijo y indación completa.
- 3) Cupón completo

- 4) Envíe un cupón con su student el día de compras.



cartera de duende



Para uso en la tienda elfos shelf de nuestra escuela solamente.

Padres/tutores deben completar el vale antes de enviarlo.

nombre del estudiante: _____

Pago de: _____

CÓDIGO de autorización: _____

cantidad : \$ _____

Se muestra después del pago y en el recibo de correo electrónico.

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- 1) Pagar ahora en:
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Se muestra después del pago y en el recibo de correo electrónico.

Planning and Preparing



- **Decide on times for the shoppe to be open, usually 25 minutes per classroom.**
- **Please make sure and watch the setup and cash register/app video that was emailed and texted to you before the store starts.**
- **If using the Online Cash Register App or Elf Wallet. Login information will be emailed to you.**
- **Put your sign-up sheet in the teachers' lounge allowing them to choose the best times for their classes. A sample is on the next page.**
- **3-6 Parent Volunteers are needed at all times to help things run smoothly.**
- **Make certain your cash register or register app is set to the correct prices. Please don't wait until the first student is lined up to learn how to use it. If you need help, just contact us.**
- **Fill in your prices on price labels & posters.**
- **Set up about 6 eight-foot tables.**
- **Every shop is set up differently. Some examples follow, but whatever floor plan works for you is great!**
- **Remember these prices are for your own kids, so keep them as low as possible.**



Have Questions?
Call/Text Natalie: 580-399-4177



CLASSROOM SCHEDULER

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

Date

FROM	TO	ROOM

**FILL IN THE DATES AND TIMES FOR SHOPPING.
POST IN STAFF ROOM AND ALLOW THEM TO SELECT THEIR PREFERRED TIMES.**

SETTING UP

Have Questions?
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- **Place tables with lowest price codes by checkout table (to help stop 5-finger discounts).**
- **Have cash register/registerapp by the exit, to allow for easy student flow.**
- **Place tables in a U-shape or an L-shape to make shopping and monitoring easy. Place all items on tables to prevent empty look.**
- **Display product according to price levels, with price labels in corresponding sections, separated by the color tape in the supply kit.**
- **Have a wrap table after the cash register/register app. Volunteers can help younger children wrap their gifts, after purchases have been made.**
- **You'll need: stapler, markers, pens, tape, cash box or register, register app & start-up change (suggested is \$20 in quarters, \$5 in dimes, \$2 in nickels, \$23 in 1's, & the rest in 5's & 10's).**
- **Have volunteers arrive 15 minutes before starting the sale.**



Reordering Product



Only reorder if product is REALLY needed! It's not necessary to have everything in stock. There are many options in price groups. At the end of your shop, you should have about 25% of your total inventory to return.

Fill out the Reorder Form

2 ways to submit a re-order
BEST OPTION- Website

1. Website: www.natalieselfshelfholidaystore.com --- Click the tab reorder.
2. E-Mail: natalie@elfshelfholidaystore.com

Reorders are sent "Next Day Delivery" and will arrive sometime the next business day, whenever the UPS/FedEx deliveries arrive at your school. UPS/FedEx does not always deliver in the morning. UPS/FedEx tracking number will be emailed to the email address on your reservation form for each shipment.

Have Questions?

Call/Text Natalie: 580-399-4177

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WISH LIST REORDER FORM

TO RECEIVE YOUR ORDER TOMORROW,

PLEASE SUBMIT ON OUR WEBSITE OR EMAIL BY
12:00 pm CST TODAY TO:

Website: www.natalieselfshelfholidaystore.com

E-Mail: natalie@elfshelfholidaystore.com

SCHOOL NAME:
CHAIRPERSON NAME:
CHAIRPERSON PHONE:
ADDRESS:
CITY STATE & ZIP:

QTY	CODE	DESCRIPTION
Price Code #16		
Price Code #1		
Price Code #2		
Price Code #3		
Price Code #4		

QTY	CODE	DESCRIPTION
Price Code #5		
Price Code #6		
Price Code #7		
Price Code #8		
Price Code #9		

QTY	CODE	DESCRIPTION
Price Code #10		
Price Code #11		
Price Code #12		
Price Codes #13 & #14		
Supplies		

Billing Form/ Please E-mail to Natalie



Send Payment to:
The Elf Shelf Holiday Store
PO BOX 639
Choctaw, OK 73020

Make Checks Payable to:
The Elf Shelf Holiday Store

SCHOOL NAME
CHAIRPERSON NAME:
CHAIRPERSON PHONE:/ EMAIL
SCHOOL ADDRESS:
CITY STATE & ZIP;

Do NOT include E-Wallet Sales in these Totals!!

TOTAL SALES FOR DAY 1	
TOTAL SALES FOR DAY 2	
TOTAL SALES FOR DAY 3	
TOTAL SALES FOR DAY 4	
TOTAL SALES FOR DAY 5	

Please Email This Form or Your
 Total Sales to:
natalie@elfshelfholidaystore.com
 Invoice will be sent within 48 hours.

Do NOT include E-Wallet Sales in these Totals!!

EXAMPLE

TOTAL FOR ALL SALES+ ELF BUCKS		Total Sales + Elf Bucks: \$3,000
LESS ELF BUCKS, IF ANY		Less Elf Bucks: -\$100
SUBTOTAL		Subtotal: \$2,900
LESS PROFIT MARGIN, IF ANY		Less Profit Margin, If Any: (10%) / -\$290
AMOUNT OF GROUP CHECK		Total: \$2,610.00

****Texas Schools Only: Please use the billing form in your cash register packet or the one I e-mailed to you! **Due to Sales Tax that Texas Comptroller requires your school to collect.**

**Please E-Mail the Billing Form or
Total Sales to
natalie@elfshelfholidaystore.com**

Do **NOT** Include Elf Wallet Sales in Totals!

**Invoice will be sent within 48
Hours!**

Send Payment To:
The Elf Shelf Holiday Store
PO BOX 639
Choctaw, OK 73020





DAMAGED MERCHANDISE

SCHOOL:

ATTN:

ADDR:

CITY, STATE & ZIP:

THANKS! YOU'RE AN AWESOME VOLUNTEER!

IF ANY DAMAGED ITEMS, LIST HERE, PUT THIS LIST WITH YOUR CHECK or E-mail it, & DISCARD DAMAGED ITEMS.

PIECES	ITEM #	DESCRIPTION	OFFICE USE

PIECES	ITEM #	DESCRIPTION	OFFICE USE

E-Mail: natalie@elfshelfholidaystore.com

All merchandise leaves our warehouse in new condition. However, from time to time some items are damaged in transit. If you have damaged merchandise, please list the items below and send the list to us.

Closing of Store



- **Pack up the leftover merchandise into as few boxes as possible.**
(see next page for UPS/Fed-Ex return label directions)
- **List all damaged items on the form we provided and trash the items. DO NOT SEND BACK**
- **If you were loaned a cash register, return it in the same box. Please use the tablecloths as additional packing around it. Please place the UPS register return label on the box. (Located in your Cash Register packet.)**
- **Fill out the BILLING Form and email to Natalie to receive an invoice.**
- **Write a check for total amount due on the invoice received by Natalie and put in red envelope to send back.**

UPS/Fed-Ex Label Request



For UPS/FedEx labels
E-mail or Text How Many Labels Needed To:

1.E-Mail: natalie@elfshelfholidaystore.com

2.Text: 580-399-4177

Place all Boxes in the office for UPS/FedEx. We will send UPS/Fed-Ex to the school to pick up all the boxes ASAP or you can always take them to your local UPS/Fed-Ex store.

School: _____ State: _____

WE NEED ____ LABELS (ONE PER BOX). EMAIL THE LABELS TO: _____(email address).



**Be on the lookout for an exclusive offer
that will be e-mailed to you in
January 2023.**

This will be the biggest offer of the year!

www.natalieselfshelfholidaystore.com



Distributor: Natalie Larman
PO BOX 639 Choctaw, OK 73020

Phone: 580-399-4177 Fax: 405-638-3384

E-Mail: natalie@elfshelfholidaystore.com

Natalie's Elf Shelf Holiday Store SIGN-UP TODAY!

4 Ways to Send In your 2023 Reservation Form:

1. Sign-Up Directly Online at:
www.natalieselfshelfholidaystore.com
2. E-Mail: natalie@elfshelfholidaystore.com
3. Fax: 405-638-3384
4. Text: 580-399-4177 (Send a Picture of the reservation form via text)

SCHOOL:			GROUP: <i>(PTA/PTO, Booster Club, etc.)</i>
CHAIRPERSON:			CELLPHONE:
SCHOOL ADDRESS:			NUMBER OF CHILDREN IN YOUR SCHOOL:
CITY:	STATE:	ZIP CODE:	CHAIRPERSON E-MAIL:
SHIPPING ADDRESS: (IF DIFFERENT)			SHIPPING CITY & ZIP (IF DIFFERENT):
PRESIDENT'S NAME:			PRESIDENT'S PHONE #/E-MAIL:
TREASURER NAME:			TREASURER PHONE #/ E-MAIL:
DID YOU RUN A SHOP LAST YEAR? () YES () NO			IF YES, WITH WHOM? _____
HOW MUCH DID YOUR PURCHASE FROM THEM? \$ _____		<IMPORTANT> SO WE SEND THE RIGHT AMOUNT OF PRODUCT!	
START DATE OF STORE: _____		OUR SELLING PRICE TO GIVE BEST VALUE TO OUR CHILDREN:	
DATE STORE ENDS: _____		() 0% SERVICE () 5% MARKUP () 10% MARKUP () 15% MARKUP	
		() 20% MARKUP () 25% Markup () 30% Markup () Round to Nearest \$0.25	

Early Sign-Up Bonuses will be Announced Spring 2023!

GROUP'S REQUEST FOR PRODUCT AND TERMS:

Do you want to take E-Wallet? Yes or No

OFFICE USE ONLY: _____ (KITS BEGINNING INVENTORY)

- Our program is designed to run during school hours, so it gives all the kids the opportunity to shop in our safe, non-commercial atmosphere.
1. All items will be billed at the wholesale price & we may return all unsold items for full credit, with FREE freight.
 2. We don't have to inventory when product arrives or when the sale ends, as long as we keep the product secure, use the company's EASY accounting system, do our best to prevent shoplifting and remit all money due within 24 hours of completion of our sale _____ INTL.
 3. We will run The Elf Shelf program like a "going out of business sale" for 3 or more days during school hours: _____ INTL.
 4. We will receive FREE Flyers, Parent Letters, Gift Envelopes, Tablecloths, Posters, Banners, Elf Aprons, Elf Hats, & Gift Bags, Etc.
 5. There is no payment required upfront and we agree to pay for all products sold within 24 hours of completion of our Elf Shelf Holiday Store.
 6. If payment is not received within 30 days of our store ending our school/organization will not receive any early sign-up bonuses.
 7. If cancelled after October 5, 2023 and your store has already shipped your organization must pay for the shipping of the store per cancelling this agreement.

DATE:

DATE:

GROUP REPRESENTATIVE SIGNATURE:

ELF SHELF REPRESENTATIVE SIGNATURE:

Visit us at: www.natalieselfshelfholidaystore.com