



*Natalie's*  
**Elf Shelf**  
**Holiday Store**  
*"Serving Schools Since 1989"*

580-399-4177

[www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com)

# **Chairperson Manual**

*Natalie's*

# **ELF SHELF CHECKLIST**



**Shopping Dates \_\_\_\_\_ to \_\_\_\_\_**

**Reserve Space at school for: \_\_\_\_\_ Confirmed: \_\_\_\_\_**

**Schedule Volunteers: \_\_\_\_\_**

**Place Notices on Facebook: Date Done: \_\_\_\_\_**

**Send Home "Watch For" Flyers: Date Done: \_\_\_\_\_**

**Place Posters around school: Date Done: \_\_\_\_\_**

**Display the banners: Dates Done: \_\_\_\_\_**

**Send Home "Has Arrived" Flyers/Elf Wallet certificates on back of letter & Gift Envelopes: Date Done: \_\_\_\_\_**

**Obtain \$200.00 in change from Treasurer: \_\_\_\_\_**

**Post Classroom Schedule in Teachers' Lounge: \_\_\_\_\_**

**Put Classroom Schedule in Teachers' Mailboxes: \_\_\_\_\_**

**Advertise the classroom shopping dates on Facebook: \_\_\_\_\_**

**Have Questions?  
Office: 580-399-4177**

# Advertise Your Store

## 3 Weeks Before the Shop

- 3 Weeks Prior to Shop – Send home the “Watch For” flyers, hang display posters.



- Post on Social Media with the pictures that we provide. Download the social media Images on our website: [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com). (Click on Social media tab) These images will help you recruit volunteers and let the parents know when the shop is.



## 2-3 Days Before the Shop

- Send home “Has Arrived” flyers (*Elf Wallet Form is printed on back*) and the gift guide envelopes. If you opted out of elf wallet your letter will be blank on the back.



**GIFT GUIDE ENVELOPES**

PLEASE PRINT CLEARLY IN BLOCK LETTERS. DO NOT WRITE IN THESE SPACES.

STUDENT'S NAME	AMOUNT	ACTIVITY	SHEET
GIFT FOR...	WHOLESALE	AMOUNT	
DOB			
STUDENT'S GRADES	AGE		
PARENTS			
URGENT DISCOUNTS			
AMOUNT OF CHANGE IN DISCOUNT			

- One week before your store, hang the “Coming Soon” banner in front of your school.

Coming Soon Banner



Door Banner



- The day before the store starts. Please hang the “NOW” banner in front of your school & the door panel on the room where your shop will be held.

Now Banner




- Have regular announcements over the PA system about the shop.





# Planning and Preparing

- **Decide on times for the store to be open, usually 20-25 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 1 month prior to the store starting.**
- **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.**
- **A great resource to help with scheduling volunteers is [www.signupgenius.com](http://www.signupgenius.com) . Have times for setup/working store/closing, etc.**
- **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.**
- **Fill in your prices on the price sticks & posters. That we have provided in the "Supply Kit A" Box. Price Sheet was emailed to you.** 
- **Set up about 6 eight-foot tables.**
- **Every shop is set up differently. Here are some examples**
- **Remember these prices are for your own kids, so keep them as low as possible. Please call us at 580-399-4177. If you need to change your prices before the store starts.**



**Have Questions?**  
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# 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.**



# 2023 FACEBOOK CONTEST



We will be giving away \$600, \$300 and \$150

It is super easy to enter....

Have one of your volunteers take a picture of your Elf Shelf Holiday Store all setup.

We will then upload it to our Facebook page

(Facebook Name: Natalie's Elf Shelf Holiday Store)

Whichever, school gets the most likes on their Elf Shelf Holiday Store photo will win.

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## How to Enter:

1. Text a Picture: 580-399-4177
  2. E-Mail: natalie@elfshelfholidaystore.com
- \* Picture will be uploaded to FB within 24 hours of submitting it to us.

We will announce the winner on FACEBOOK New Year's Eve @12:00AM (CST) January 1,2024.



- 1st Place: \$600
- 2nd Place: \$300
- 3rd Place: \$150



# Online Cash Register



Virtual Register Website:  
[www.elfshelfapp.com](http://www.elfshelfapp.com)

No Downloading a App

-The login information was emailed to you.

-Please watch the online cash register video that was emailed/texted to you.

The Register App works on any Device!

-Phone (Apple/Android)  
-Tablet  
-Desktop/Laptop

- ◆ SUPER EASY
- ◆ FAST CHECK OUT/RETURNS
- ◆ ADD MULTIPLE CASHIERS
- ◆ TRACK TOTAL SALES



# Elf Wallet Information

This letter is printed on the back of your "Has Arrived" Parent Letter and needs to be sent home with all students before the store starts.

1. Visit [www.elfpaynow.com](http://www.elfpaynow.com) or scan the QR code with your phone.
2. Select your child's school
3. Enter your child's information
4. Purchase your child's gift certificate with your debit/credit card. A receipt will be emailed to you.
5. Complete the information and send the gift certificate with your child to school.



**This section is for the chairperson only and NOT parents regarding Elf Wallet information.**

## Login Information for Chairperson of Elf Wallet:

We use a 3<sup>rd</sup> party company to help process all of our Elf Wallet Payments. The company is called Paythankyou. If you have a real cash register. The chairperson can login through [www.paythankyou.com](http://www.paythankyou.com) and be able to monitor elf wallet sales and access the reports at all times. If you are using our online Register app. Please click the Elf Wallet report tab and it will take you directly to the login page.

We will also send you a full detailed report of your elf wallet sales at the end of the store with your invoice. E-Mail has already been sent with login information. If you did not receive the paythankyou login information e-mail. Please let us know.

Login: Through your register app ([www.elfshelfapp.com](http://www.elfshelfapp.com)) and click elf wallet report tab or go directly to the website to login at [www.paythankyou.com](http://www.paythankyou.com)

**Username:** Chairperson E-mail you provided on sign-up form

**Temporary Password:** E-mail was sent from paythankyou in October to reset password/ or go to [www.paythankyou.com](http://www.paythankyou.com) and click forgot password.



Don't want to send your child to school with cash?  
Be safe and purchase a gift certificate today!

Follow these easy steps:

1. Visit [www.elfpaynow.com](http://www.elfpaynow.com) or scan the QR code with your phone.
2. Select your child's school
3. Enter your child's information
4. Purchase your child's gift certificate with your debit/credit card. A receipt will be emailed to you.
5. Complete the information below and send the gift certificate with your child to school.



Your child's school will also have records of your purchase

Please make sure your child spends all of the money you uploaded for them on their gift certificate.  
All sales are final and no refunds will be given.



All sales are final and no refunds will be given.

### Gift Certificate

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

Store Volunteer Use Only  
Date Redeemed: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Payment From: \_\_\_\_\_

Amount Purchased: \$  Auth Code: \_\_\_\_\_

Parents/Guardians; transactions can be looked up by the chairperson if gift certificate is lost or destroyed.

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¡Aceptamos tarjetas de débito/crédito!

1) Pagar ahora en:  [www.elfpaynow.com](http://www.elfpaynow.com)

2) Seleccione la escuela de su hijo y indicación completa.

3) Cupón completo

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

### certificado de regalo

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

Nombre del estudiante: \_\_\_\_\_

Pago de: \_\_\_\_\_

Cantidad: \$  CODIGO de autorizacion: \_\_\_\_\_

**Have Questions?**  
**Office: 580-399-4177**



# Elf Wallet Information Continued...



**What happens if they lose their gift certificate?:** That is when you will want to look at your online reports to double check. There is a search bar you can type in the child's name or Authorization # to confirm how much money the child has to spend.

**Do we give refunds from Elf Wallet?** No, there will be no refunds giving from our elf wallet program. This is stated on the letters that were sent home.

**What happens if a child is sick and parents already uploaded money, but their child did not get to shop?** In this case, we will refund the money back to their card. Please have someone from your school reach out to us and let us know the child's name.

**Do parents get a receipt?:** Yes, soon as the parent uploads their money to [www.elfpaynow.com](http://www.elfpaynow.com) they will automatically get a receipt emailed to them.

**How Do We Get Our Percentage of Elf Wallet Sales Back?:** We will take your profit from elf wallet sales off your invoice at the end of the store.

## PLEASE NOTE:

Parents will only visit: [www.elfpaynow.com](http://www.elfpaynow.com) to pre-pay online and follow the steps on the parent letter that we provided and was sent home.

The Chairperson will only access their reports through their online register app or if you are using a real cash register you can visit [www.paythankyou.com](http://www.paythankyou.com) directly and download your elf wallet reports.

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# PRICE SHEET



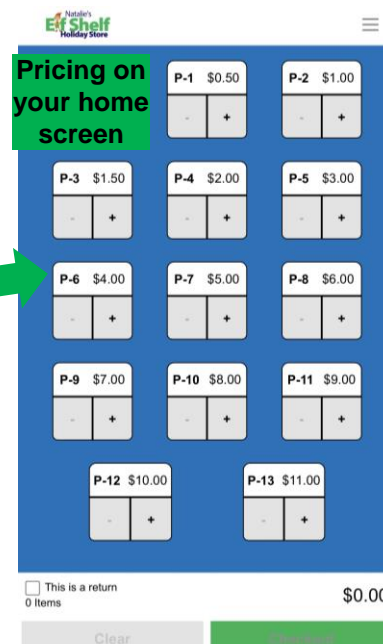
## LOCATE YOUR PRICE SHEET BEFORE SETTING YOUR STORE UP!

- Price Sheet was e-mailed to you.
- If you cannot locate your price sheet. Login to your online register app and the prices will appear on your home screen.
- If you have a real register. The price sheet is in your packet inside the register box and taped to the actual register.

**Tip: Locate your Price Stickers and write the prices on them. Example: PC 1=\$0.50, PC 2= \$1.00, PC 3= \$1.50 etc.**

- Place the price stickers on front of the tables to the corresponding gifts/price codes.

*\*Please note: Pricing was set off your 2023 sign-up form!*



# Setup

Open the brown Supply Kit boxes first. They have all your tablecloths, price tents, tape, banners, elf aprons/hats, giftbags etc

The merchandise boxes will be white and labeled on the front of the box in A,B,C order. When setting up the store Start with your “A Box” and then move to “B Box” etc.  
*For Example, “A Box” will be all your \$0.50-\$1.50 items etc.*



**LOCATE YOUR PRICE SHEET-** Display product according to price. Price sheet was emailed to you and in your register/app packet. Please separate each section by the tape provided in your brown supply kit box.

- Place tables with lowest price codes by checkout table (to help stop 5-finger discounts).
- Have cash register/register app 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.
- 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, \$40 in 1's, & the rest in 5's & 10's). (\$200 in start up change)
- Have volunteers arrive 15 minutes before starting the sale.



# Reordering Product



**RE-ORDERS MUST BE SUBMITTED BY 12:00PM CST**

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

1. Website: [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com) --- Click the tab reorder.
2. Cash Register App----Click the tab re-order

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 sign-up form for each shipment.

**RE-ORDERS MUST BE SUBMITTED BY 12:00PM CST**

**Have Questions?**

Office: 580-399-4177



# Billing Form Breakdown

Input the below totals online at the end of the store.

Please Visit: The online cash register [www.elfshelfapp.com](http://www.elfshelfapp.com) or visit our website at [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com) to fill out the online Billing Form.

## Cash/Check/Change

Cash, Check, Change Only DO NOT include Elf Wallet or Elf Bucks in these totals	Sales Cash, Check, Change Only
Day 1 Sales	\$
Day 2 Sales	\$
Day 3 Sales	\$
Day 4 Sales	\$
Day 5 Sales	\$
Total:	\$

If you made mistakes on the online register or the real register. Please go off your total deposits to the bank only.

Elf Bucks Used (if any): \$ \_\_\_\_\_

## Elf Wallet Gift Certificates

Payment Report					
Student Name	Supporter Name	Authorization Code	Client/Group	Org Amount	Payment Date
<b>Daniel Richardson Total</b>				<b>\$30.00</b>	
Isaac Rios	Analaura Guerrero	144853	Challenger Elementary PTA	\$30.00	12-06-2021 08:44:31
<b>Isaac Rios Total</b>				<b>\$30.00</b>	
Malik Robinson	Christian Robinson	H45506	Challenger Elementary PTA	\$25	12-07-2021 02:26:50
<b>Malik Robinson Total</b>				<b>\$25.00</b>	
Julian Rodriguez	Israel Rodriguez	014612	Challenger Elementary PTA	\$40	12-05-2021 09:44:58
<b>Julian Rodriguez Total</b>				<b>\$40.00</b>	
Jaden Scolaro	Ashley Dillard	745751	Challenger Elementary PTA	\$25	12-07-2021 06:12:09
<b>Jaden Scolaro Total</b>				<b>\$25.00</b>	
Keegan Scolaro	Ashley Dillard	130828	Challenger Elementary PTA	\$25	12-07-2021 06:14:53
<b>Keegan Scolaro Total</b>				<b>\$25.00</b>	
Xander Shaffer	Rachael Shaffer	02880D	Challenger Elementary PTA	\$45.00	12-09-2021 10:43:32
<b>Xander Shaffer Total</b>				<b>\$45.00</b>	
Luke Skinner	Lisa Skinner	040388	Challenger Elementary PTA	\$20	12-05-2021 12:04:40
<b>Luke Skinner Total</b>				<b>\$20.00</b>	
Adalyn Villarreal	Megan Villarreal	368025	Challenger Elementary PTA	\$45	12-06-2021 07:18:59
<b>Adalyn Villarreal Total</b>				<b>\$45.00</b>	
Alana Walker	Anthony Walker	142784	Challenger Elementary PTA	\$25.00	12-05-2021 07:26:39
<b>Alana Walker Total</b>				<b>\$25.00</b>	
Anthony	Anthony	153343	Challenger	\$25.00	12-05-2021

We have detailed reports online and do not need to know totals from Elf wallet!!

# Closing of Store



- **Pack up the leftover merchandise into as few boxes as possible.**  
(see next page for Fed-Ex return label directions)
- **List all the damaged items on our damage report form located on our website and the online register app. (see next page)**
- **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 Fed-Ex register return label on the box. (Located in your Cash Register packet.)**
- **Fill out the online BILLING Form (see next page)**
- **Write a check for total amount due on the invoice received by Natalie's Elf Shelf Holiday Store and put in red envelope we provided to send back. If you misplaced the red envelope.**

**Please send in a normal envelope to:**

**Send Payment To:  
Natalie's Elf Shelf Holiday Store  
PO BOX 639  
Choctaw, OK 73020**

**Have Questions?**  
Office: 580-399-4177



# Closing Forms that Need to be Submitted Online

Login to the online cash register [www.elfshelfapp.com](http://www.elfshelfapp.com) or visit our website at [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com) to fill out the closing store forms.

- 1. Damaged Report Form-** record all damage items and submit them at the very end of the store.

Tip: Keep a box and write “damaged merchandise” on it. When the store is over. Record all damage items on the damage report form online. Please make sure and trash all damaged merchandise after you have recorded the items.

- 2. Request FedEx Return Labels-** Login to the online cash register [www.elfshelfapp.com](http://www.elfshelfapp.com) or visit our website at [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com) (*Click the request labels tab*) to request for Fed-Ex Return labels. Fed-Ex return labels will be emailed to you and the date the boxes will be picked up. Boxes need to be placed in the front office the day of pickup for easy access for the Fed-Ex drivers.

- 3. Billing Form-** Please Visit: The online cash register [www.elfshelfapp.com](http://www.elfshelfapp.com) or visit our website at [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com) to fill out the online Billing Form.

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# Billing Form

Login to the online cash register [www.elfshelfapp.com](http://www.elfshelfapp.com) or visit our website at [www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com) to fill out the Billing Form.

- 1. Billing Form-** When submitting your billing form online. Please **DO NOT include Elf Wallet sales.** We already have your elf wallet sales money. We only need to know your cash, check and change that you took in.

If you made mistakes on the online register or the real register. Please go off your total deposits to the bank only.

Once, you have submitted your billing form.  
**It will take up to 48 hours to  
receive your invoice.**

**Have Questions?**  
**Office: 580-399-4177**



All Volunteers,

Thank you soooooooooo much for choosing **Natalie's** Elf Shelf Holiday Store this year. We will be with you every step of the way to make sure the store runs smoothly as possible. Please do not hesitate to reach out anytime at 580-399-4177 or e-mail me personally at [natalie@elfshelfholidaystore.com](mailto:natalie@elfshelfholidaystore.com).

**Thank you so much,**  
*- Natalie Larman & Elf Shelf Team*

[www.natalieselfshelfholidaystore.com](http://www.natalieselfshelfholidaystore.com)