

POLAR PALS



GIFT SHOP™

STEP-BY-STEP GUIDE

WHY POLAR PALS® GIFT SHOP?

- Products are fully tested for heavy metals and phthalates and meet the new safety standards for children’s gifts.
- Full turn-key holiday shop for easy setup, implementation and cleanup.
 - Includes envelopes, flyers, posters, banners, shopping bags, tablecloths, cash register, color-coded price stickers, elf aprons and more.
- Choose your profit percentage or run it as a service project with lowest prices.
- No need to count final inventory with use of billing form.
- Quick and easy re-orders.
- Supported by excellent customer service from Polar Pals®.
- Kids are able to shop for family and friends and choose “secret” gifts.
- It’s a fun event that teaches money counting skills and how to think of others.
- Polar Pals is a great annual event to provide as a service to children and parents!



CHOOSING YOUR DATES

Holiday shops usually run 4-5 days for best service to the students. Choose from recommended dates below:

Nov. 12 – Nov. 16

Nov 26 – Nov. 30

Dec. 3 – Dec. 7

Dec. 10 – Dec.14

Dec. 17 – Dec. 21

Or whatever works for you!

Shipment 1

In the beginning of October, you will receive:

- “Watch For” Flyers to be sent home in late October
- “Has Arrived” Flyers to be sent home about a week before holiday shop opens
- Gift Guide Envelopes to be sent home with the “Has Arrived” Flyers
- Posters to be hung up around the school a couple weeks before your holiday shop

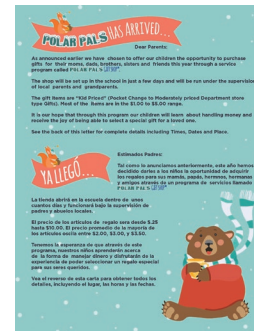


GIFT GUIDE ENVELOPES

Please indicate the maximum amount you wish your child to spend on each envelope. All our family fun the school "has arrived" amount" are enclosed a check for the amount. We will enter the amount listed in the envelope into the "Watch For" and "Has Arrived" envelopes a 24-48 hours.

CHILD'S NAME			
TEACHER OR ROOM			
A GIFT FOR . . .	DESIGNATED AMOUNT	ACTUALY SPENT	
FROM			
DAD			
BROTHERS & SISTERS	AGE		
GRAND PARENTS			
AMOUNT ENCLOSED →			
AMOUNT OF CHANGE ENCLOSED →			

¡Haga un cheque por el monto máximo que desea que su hijo gaste en cada sobre. Todos nuestros "ha llegado" montos" están incluidos un cheque por el monto. Nosotros ingresaremos el monto que usted indique en el sobre "Manténgase al corriente" y "Ha llegado" dentro de 24-48 horas.



Shipment 2

About 1-2 weeks before the sale you will receive...

- Tablecloths
- Advertising Banners
- Laser-Design Self-Sealing Gift Bags & Shopping Bags
- Pricing Tents
- Products for Selling
- Early signing bonus (if qualified)



Set aside damaged items. List items on **Damaged Merchandise** form and send to info@polarpalsgiftshop.com or fax to **877-329-2354**. We'll send a reply with 24-48 business hours for items to return. If no reply is received, please discard any damaged items.

DAMAGED MERCHANDISE FORM



SCHOOL: _____

ATTN: _____

ADDR: _____

CITY, STATE & ZIP: _____

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.

EMAIL or FAX to: info@polarpalsgiftshop.com / **877.329.2354**

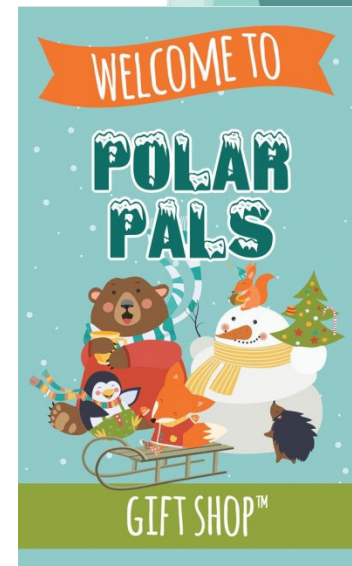
PIECES	ITEM #	DESCRIPTION	OFFICE USE	PIECES	ITEM #	DESCRIPTION	OFFICE USE

After you have completed this form, EMAILED or FAXED and we haven't contacted you within 3 days, please discard broken items. Please don't return them.



ADVERTISING YOUR HOLIDAY SHOP

- 3-4 Weeks Prior to Holiday Shop – Send home the “Watch For” fliers, hang up posters and announce holiday shop in your school newsletter and/or website.
- The week before your event – Send home “Has Arrived” fliers with the gift guide envelopes stapled to them. You may print your class schedule on the back of the fliers.
- One week before your holiday shop, place the “Watch For” banner in front of your school by parent drop-off.
- First Day – Place the “Has Arrived” banner out in front of your school and a door panel on the room where your holiday shop will be held.
- Have regular announcements over the PA system about the holiday shop.



GIFT GUIDE ENVELOPES

Please indicate the maximum amount you wish your child spend on each item. All gifts should be the same "type" (toy, clothing, outdoor, etc.) unless noted for the kind parent. Use all money for one gift. (Please do not include family gift) and give your child's name in this envelope.

CHILD'S NAME	
CHILD'S PHONE	
A GIFT FOR...	BOUGHT AMOUNT
BOUGHT AMOUNT	ACTUALLY SPENT
GRAND	AGE
GRANDPARENTS	
AMOUNT BUDGETED	AMOUNT OF CHANGE ENCLOSED

Please make all payments to the credit of the school.

PLANNING & PREPARING



- Decide on times for your holiday shop to be open, usually 30 minutes per classroom.
- 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.
- If using a cash register, it is your responsibility to make certain it 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...**THE WEEK BEFORE YOUR HOLIDAY SHOP.**
- Do NOT make up your own pricing or it will be necessary for you to inventory your leftover products.
- Remember these prices are for your own kids, so keep them as low as possible.
- Fill in your prices on price tents & posters.
- Set up about 6 eight-foot tables.

RECOMMENDED PRICE POINT

Price Codes	0% Profit	10% Profit	20% Profit
PC #1	\$0.50	\$0.55	\$0.65
PC #2	\$1.00	\$1.10	\$1.25
PC #3	\$1.50	\$1.65	\$2.00
PC #4	\$2.00	\$2.25	\$2.50
PC #5	\$3.00	\$3.35	\$3.75
PC #6	\$4.00	\$4.50	\$5.00
PC #7	\$5.00	\$5.50	\$6.25
PC #8	\$6.00	\$6.75	\$7.50
PC #9	\$7.00	\$7.75	\$8.75
PC #10	\$8.00	\$9.00	\$10.00
PC #11	\$9.00	\$10.00	\$11.25
PC #12	\$10.00	\$11.00	\$12.50
PC #13	\$12.50	\$13.50	\$15.50

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

- Set up tables with lower price codes closest to the cashier (to monitor 5-finger discounts).
- Have cash register 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.
- Place price tents in corresponding sections.
- Separate the price sections by using decorative tape provided in supply kit.
- Have a wrap area after the cash register. Volunteers can help younger children wrap their gifts - after purchases have been made.





- You'll need: stapler, markers, pens, tape, cash box or register & 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.
- Give cashier the **Daily Sales & EASY NO INVENTORY Billing Form** to fill out at the end of each day and at the end of the sale.
- **Daily Sales & EASY NO INVENTORY Billing Form** is on the following page.

RE-ORDERING PRODUCT

Only reorder if more product is REALLY needed! It's not necessary to always have everything in stock. There are plenty of options in every price group.

1. Fill out the reorder form. Email or fax that form **BEFORE** noon to:
info@polarpalsgiftshop.com or 877.329.2354
2. Reorders are sent "Next Day Delivery" and will arrive sometime the next business day. They typically arrive whenever the FedEx deliveries arrive at your school. FedEx does not always deliver in the morning. It depends on your location. A FedEx tracking number will be emailed to the email address on your reservation form for each shipment.
3. **At the end of your holiday shop, you should have about 25% of your total inventory to return.**

Daily Sales & EASY NO INVENTORY Billing Form



Polar Pals®

9540 Maroon Circle Ste 100

Englewood, CO 80112

Send this form & your check to address above! Email a copy to info@polarpalsgiftshop.com

SCHOOL NAME
CHAIRPERSON NAME
CHAIRPERSON PHONE / EMAIL
SCHOOL ADDRESS
CITY, STATE & ZIP

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	

** You **DO NOT** need to count inventory IN or OUT, **PROVIDED** you enter total daily sales to the left and attach your "X" register tape to this form and pay your bill within 24 hours of sale completion.*

*** ATTACH DAILY CASHIER REPORTS**

TOTAL FOR ALL SALES	
LESS KIDS BUCKS, IF ANY	
SUBTOTAL	
LESS PROFIT MARGIN, IF ANY	
AMOUNT OF GROUP CHECK	

If this form and payment are not sent within 24 hours of completion of your sale, you must inventory leftover products.

Returns will be verified by our warehouse staff. Include a copy of this form with cash register.

Send this form & your check to address above!

Polar Pals®

WISH LIST REORDER FORM

**TO RECEIVE YOUR ORDER TOMORROW,
PLEASE EMAIL OR FAX BY 12:00 PM (your time) TODAY TO:**
info@polarpalsgiftshop.com or
877.329.2354

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		

PAPERWORK & PAYMENT

- Fill out and write a check for the total amount due on the Daily Sales & EASY NO INVENTORY Billing Form
- Place YOUR CHECK & the Daily Sales & EASY NO INVENTORY Billing Form in the envelope provided. Then mail them to:

Polar Pals
9540 Maroon Circle Ste 100
Englewood, CO 80112

Email a **COPY** of the Daily Sales & EASY NO INVENTORY Billing Form to info@polarpalsgiftshop.com.

PRODUCT & CASH REGISTER RETURN

- Clean up & pack up the leftover merchandise into as few boxes as possible.
- If you were loaned a cash register, return it in the same box. Please use the tablecloths as additional packing around it to protect during shipping.
- Email or Fax **REQUEST FOR FEDEX RETURN LABELS**. We will email them to you, usually, within 24 hours. info@polarpalsgiftshop.com / 877-329-2354
- **DO NOT** place your check in return or register boxes. Send payment and billing form to the address above.
- Place all of your packed boxes and cash register in the school office for FedEx to pick up.



REQUEST FOR FEDEX RETURN LABELS



Our holiday shop is finished & we're ready to have our leftover items picked up by FedEx. Email us the FedEx prepaid call tags today & we'll put them on the boxes. We understand that we need **TWO (2) COPIES of the BILLING FORM**. One copy with the check will be sent to the address on the previous page. The other copy will be returned in the cash register box.

SCHOOL NAME: _____ STATE: _____

CHAIRPERSON NAME: _____

CHAIRPERSON PHONE: _____

EMAIL ADDRESS TO SEND PREPAID FEDEX RETURN LABELS/CALL TAGS:

We Need _____ FEDEX labels/call tags (1 per box).

WE UNDERSTAND THERE IS NO CHARGE TO OUR GROUP. WE MAY EITHER LEAVE THE LABELED BOXES IN OUR OFFICE FOR PICKUP OR DROP THEM OFF AT A FEDEX STORE.

EMAIL OR FAX THIS FORM TO: info@polarpalsgiftshop.com OR 877.329.2354
& WE WILL EMAIL YOU THE LABELS/CALL TAGS WITHIN 24 HOURS.

POLAR PALS® TO-DO STEPS @ A GLANCE



Shopping Dates: From _____ To _____

Reserve Space at school for: _____ Confirmed by _____ Date: _____

Place Notices in Newsletter: Dates Done: _____

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

Place Posters around school: Date Done: _____

Display the banners: Dates Done: Coming Soon: _____ Arrived: _____

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

Merchandise to be delivered by: _____

Cash Register to be delivered by: _____

Obtain \$100.00 in change from Treasurer: _____

Schedule Volunteers: _____

Post Classroom Schedule in Teacher's Lounge: _____

Advertise the classroom shopping dates: _____



**NO INVENTORY
RESERVATION FORM**

ORDER #

QUESTIONS?

**REACH OUT TO YOUR
FUNDRAISING REP WITH ANY
QUESTIONS!**

SCHOOL NAME:			GROUP NAME:	
CHAIRPERSON:			CHAIRPERSON CONTACT PHONE:	
BILLING ADDRESS:			CHAIRPERSON EMAIL ADDRESS:	
CITY:	STATE:	ZIP CODE:	SCHOOL DISTRICT:	
SHIPPING ADDRESS (if different)			SHIPPING CITY & ZIP (if different)	
SCHOOL TELEPHONE NUMBER			NUMBER OF CHILDREN IN YOUR SCHOOL	
PRESIDENT'S NAME:			HOME TELEPHONE NUMBER	
TREASURER'S NAME:			HOME TELEPHONE NUMBER	
DID YOU RUN A SHOP LAST YEAR? () YES () NO IF YES, WITH WHOM? _____				
AND HOW MUCH DID YOU PURCHASE FROM THEM? \$ _____	(Please enclose a copy of invoice so we can make sure that we ship you enough merchandise.)			
START DATE OF SHOP:	SHOP HOURS:	DATE SHOP ENDS:	PROFIT:	
EARLY SIGN BONUS (if applicable):				

Terms & Conditions for Polar Pals™ NO INVENTORY Program . . .

- We, the above named group, understand that **the company**, upon acceptance of this agreement:
1. Agrees to provide our group with a pre-packed selection of "Kid Priced" Gift Items on consignment.
 2. Agrees to loan our group a computerized cash register, which will be pre-programmed by the company at our group's selling prices.
 3. Agrees to provide our group, at no cost to our group, with flyers and gift guide envelopes for each child in our school.
 4. Agrees to provide our group, at no cost to our group, with individual gift bags for each item, plus a plastic T-shirt bag for our children to carry their gifts home in.
 5. Agrees to deliver the gift items to our school address.
 6. Agrees to deliver orders, when 30% or more of the Polar Pals Gift Shop™ stock is sold.
 7. Agrees to take back all unsold Polar Pals Gift Shop™ merchandise for full credit and pay the return freight.
 8. Agrees to use cash register **"Z" Total** to calculate our group's bill for merchandise sold, provided all group terms below are complied with.

We, the above named group, understand that Polar Pals Gift Shop™ has designed this program to run during school hours because it affords **all the children in the school** an opportunity to shop in a "Safe - Non-Commercial" atmosphere.

Therefore, **we understand that:**

1. We do not have to inventory the product when it arrives or when the sale is over as long as we keep the merchandise secure and do our best to prevent shop lifting.
2. We are to run the Polar Pals Gift Shop™ program like a "going out of business sale" for three or more days during school hours. _____ Initials
3. We are to display all merchandise supplied by Polar Pals Gift Shop™.
4. We will use the forms provided by the company to balance funds in the Cash Register with our sales each day. _____ Initials
5. We are to check the original order upon receipt to make sure all items are coded & set aside any damaged merchandise.
6. We are to have all unsold merchandise and unused supplies ready for pickup within 3 business days of contracted sale end date.
7. **We are to remit the amount due for merchandise sold within 3 business days of contracted sale end date.** _____ Initials
8. **We are to send payment payable to "Polar Pals" ONLY to 9540 S. Maroon Circle Ste 100, Englewood, CO 80112.** No other person or entity is authorized to accept payment on behalf of Polar Pals. Preferred payment methods include check, money order, cashier check and check by phone. All prices/invoices include a built-in 3% discount when paid via our preferred payment methods. Credit card payments are accepted but will result in the 3% discount reversal. There is a \$35 fee when bad things like bouncing a check happen. All payments are due in full at the completion of the sale. _____ Initials
9. **We will NOT sell any other commercial products along with the Polar Pals Gift Shop™ merchandise.** _____ Initials
10. **We CANNOT cancel this order after October 1 of the contracted start date year. Should we have to cancel after 10 -1 of the contracted year, we understand there will be a \$300.00 restocking Fee, plus shipping charges for receipt and return.** _____ Initials

DATE:	SALES REPRESENTATIVE:	
Signature No. 1	Signature No. 2	