

Donation Sales Committee Procedure

REV: 06/18/2018

Committee Mission Statement

The mission of the Donation Sales Committee is to ensure proper and efficient acceptance and disposition of donated merchandise, and to serve the material and financial needs of the AVMRC.

Donation Sales Committee

The chairperson of the Donation Sales Committee is appointed in accordance with the bylaws and governing documents of the AVMRC.

The chairperson will designate certain persons to be the chairperson's "designated representatives" in his/her absence.

Acceptance of Donations

Persons authorized to accept donations from the public must be familiar with the Committee procedures for acceptance.

The Donation Sales Committee chairperson, or persons authorized to accept donations by the chairperson, should graciously provide the donor with the donor information card, available in the card rack located in the meeting room.

The donations must then be secured in the designated storage area under the HO layout. It must not be distributed by anyone other than the Committee chairperson.

Disposition of Donations

1) Evaluation and Sorting

The donations will be sorted by the chairperson, with the assistance of the member sales specialists. These persons are the members that specialize in, and have knowledge and experience in, various types of selling activities such as EBay, train shows, or local sales. These members will provide guidance in pricing the donations and maximizing revenue for the club.

Sorting and disposition priorities are as follows:

a) Club layout

Each AVMRC committee chairperson or designated representative will be given the opportunity to acquire donated merchandise for the support of

their specific area of responsibility. The merchandise selected should fit the era, quality and condition requirements of the proposed usage. The committees should share merchandise in a manner that enhances one of the club layouts or creates the best financial use of the material donated.

Committees are:

Operations, both Outdoor and HO layouts

Scenery

Electrical, DCC

General Maintenance

Facility

2) Sales

The AVMRC layouts should be the first priority when considering the disposition of donated merchandise.

After the committees have been given the opportunity to acquire donated materials, any remaining material should be evaluated by the Donations chairperson to determine the best sales venue.

- a. EBay is an option that provides a wide audience and is sometimes the best way to sell specialized material.
- b. Club members should be given the opportunity to purchase the donations at a fair and reasonable price. That price should be determined by the committee chairperson.
- c. After sales to club members, the Committee should solicit inquiries from previous contacts and other model railroad clubs.
- d. As a final disposition, the remaining materials should be sold at local area train shows.

APPROVALS

AVMRC Donation Sales Committee Chair:

SIGNATURE ON FILE

Kevin McGill

Date

AVMRC President:

SIGNATURE ON FILE

Rob Wright

Date