

SHOPKEEPER for LYRIDS

1. **Set up shop:** organize the goods, create displays, tag all goods with prices – enlist volunteers to help you.
2. **Run the shop:** a float is provided as well as “Square”. Sell goods. Keep cash safe when shop is not operating. Keep separate list of any consignment items so that money can be given to the consigner. Coordinate other volunteers. Determine the opening times of the shop.
3. **Take down the shop:** create a record of transactions. Give the float and the records to the Treasurer. Pack up the shop; keep unsold consignment items and items to donate to goodwill separate. Coordinate the return of consignment items.
4. **Close out:** Write a brief financial report with expenses, consignment, and other income described. Make recommendations on how to improve the shop. Cull items that are unlikely to sell and give to goodwill. Store, or find a volunteer to store the shop items. Send thank-you’s to shop volunteers.