

# Little Lambs Closet

of Heritage Christian School

## Sale Instructions

### 2022 Spring / Summer sale dates:

Friday, March 18, from 9:00 am to 6:00 pm

Saturday, March 19, from 9:00 am to 1:00 pm

in the gymnasium @ Heritage Christian School in Bridgeport, WV

### Registration

Registration for the consignment sale will be posted on Facebook and on <http://hcsww.org/Little-Lambs-Closet> website. Please register early to ensure a spot in the sale. Registration will close at midnight on Monday, February 28, or earlier if all seller spots are taken.

1. To register for the sale, go to <http://hcsww.org/Little-Lambs-Closet>. Returning sellers should click on returning consignor registration. First time consignors click on new consignor registration. You will be given a seller ID number and you choose your own password. **There is a \$10.00 nonrefundable fee to consign in our sale.** (note: we are taking payment through Paypal; however, you do not have to have a Paypal account to pay. You may use a debit or credit card.)
2. Sellers will be limited to a **maximum of 150 items** per seller number and a **minimum of \$50** in inventory.
3. Please note that we will only accept **one seller ID number per person.** **Multiple accounts per person are not allowed. Each seller must submit a W-9.**
4. **Read** the seller agreement **and sign** it to complete the registration process.
5. Log into your account and choose a time to drop off items. If you are registered and do not choose a drop off time, you will not be able to sell your items.
6. Enter items into My Sale Manager by Sunday, March 13, at midnight. The database will be downloaded on Monday, March 14. You will be unable to make any changes after midnight on Sunday, March 13 *Any registered consignor who does not have a minimum \$50 of inventory will be unregistered and ineligible for the pre-sale.*

## Items to sell

- We accept items manufactured for babies, children, juniors, “student”, and maternity clothing.
- We accept children’s sleepers, shirts, pants, skirts, dresses, pajamas, leggings, rain jackets, spring jackets, swimwear, and infant onesies. All clothing must be in **excellent condition**.
- We accept accessories such as hats, socks, tights, boy’s neck ties, sunglasses, purses, shoes, sandals, and diaper bags.
- We accept maternity shirts, pants, skirts, dresses, leggings, jackets, and light-weight cardigans.
- Baby bedding and baby/children’s room décor will be accepted.
- The following bathroom items will be accepted: infant tubs, diaper genies, potty chairs, and towels.
- The following large baby items will be accepted: strollers, pack n plays, swings, bouncy seats, exersaucers, bumbo seats, high chairs, toddler beds, bassinets, bed rails, baby carriers, and changing tables. **Cribs will only be approved if the side rail is a non-drop side.**
- We accept car seats that have an **expiration date** that is at least one year in the future. Most car seats have a manufacturer sticker located on the bottom of the seat. This sticker should have the expiration date of the car seat. Be prepared to provide documentation to show when the carseat expires.
- The following safety items will be accepted: safety latches, baby monitors, car seats, and baby gates.
- We will accept toys. Toys must have batteries if required by the toy and include all pieces. Toys must be clean and working properly. **We will only accept puzzles and games that have 10 pieces or less or are unopened.**
- **REMEMBER:** Customers are more likely to purchase your item if it is in excellent condition. Check that clothing and all items are clean. Items/ clothing should not have pet hair or fuzballs (pilling) and should not have an odor. If there are multiples of the same item, people will buy the cleanest one

## Items NOT to sell

- Any opened or used baby toiletries, diaper packs, underwear, training pants, nursing bras, pacifiers, bottle nipples, breast-pumps, or sippy cups will **not** be accepted. *We will only accept the above referenced items if the item is **unopened** in the original packaging.*
- Adult clothing will **not** be accepted.
- Baby formula or other food items will **not** be accepted.
- Expired car seats will **not** be accepted. Please check the manufacture date on the car seat before you consign it. The expiration date is labeled on the bottom or side of the seat.
- Do not sell items with missing buttons or broken snaps or zippers.
- Do not sell items with holes or stains.
- Do not sell board games unless in original unopened packaging.
- Do not bring out-of-season items. During the spring/summer sale, we will only accept spring and summer items (no fall or winter items).

## Preparing clothing and accessory items

- Check over each item for stains or holes. We do not accept items with stains or holes or missing buttons or broken zippers.
- Place the item on a hanger and fasten all zippers, buttons, or snaps. Hangers will look like a question mark when hung correctly. Check that all items are hung properly.
- Please read the following examples:
  - ✓ If necessary, **secure shirts** by placing duct tape on both sides on the top of the hanger. Hang the shirt on the hanger and pin the shirt through the duct tape on both sides.
  - ✓ **Secure pants** by using duct tape at the top of the hanger and pinning the pants through the duct tape.
  - ✓ **Outfits** will need to be pinned together by pinning the pants directly to the hanger. If you pin the pants to the shirt, it will create a hole in your item. **Do not** place the pants under the outfit because the buyer will need to observe item.
  - ✓ You may hang the shirt on one hanger and the pants on another hanger and fasten the hangers with a **zip tie**.
- Make sure all items are secure and tagged properly. If an item gets separated from its tag, we cannot sell the item.
- Smaller items such as accessories and shoes may be placed in **sealed bags** to sell. Use a permanent marker to label the bag with your seller ID and item number. Items being sold together must be the same size.

## Preparing large items

- Check that items have not been **recalled**. Use the following website to find information on recalled items: <https://www.cpsc.gov/> . You could also Google the item by entering the brand name, item, and manufacture information located on the item.
- **All parts** must be included and **batteries must be installed** in the item. All large items must be assembled at the sale. Small parts or accessories for the large item can be placed in a sealed bag labeled with the seller information. Attach the bag to the large item by using a zip tie.
- **Items must be clean and must work properly. Thoroughly clean the item before consigning it.**

## Entering Items Into My Sale Manager

- Go to <http://hcsww.org/Little-Lambs-Closet> and click on “Item Entry and Tag Printing” and next “Work with Active Inventory”. NEW – mobile and voice entry !
- Choose a category that best fits your item. If you cannot find an accurate category, we might not be accepting that type of item. Feel free to send an email to [littlelambscloset@hcsww.org](mailto:littlelambscloset@hcsww.org) if you have questions. Sometimes we take suggestions and create a new category.
- Enter the size. Choose ‘Leave Blank’ for non-sized items like high chairs or hair accessories. **Only maternity clothing can be sized small, medium, or large.** Children’s clothing must have a number for the size. For example: If a boy’s shirt is labeled medium, check the tag to identify if a medium shirt is size 6-8, size 8, or size 8-10.
- When writing the description, be very specific. Do not write pink shirt. Example- Old Navy pink shirt with a cat and dog. This is for your benefit and our benefit as well. If your tag gets separated from your item, the accurate description will help us identify the item.
- Price your item accordingly and be realistic. If you paid full price for girl’s jeans (\$16.00) and see that the jeans eventually sold at the store for \$8.00, then a price of \$6.00 would be too much.
- The quantity category will be label 1 unless you are selling multiples of the exact same item. This section doesn’t indicate the pieces to an outfit.
- Check the **discounted box** for unsold items to be marked 50% on Saturday.
- Check the **donate box** for unsold items to be donated at the end of the sale. All items marked donate will automatically be marked discount for Saturday.
- Click **Submit item** to save the item and repeat the process to enter the next item.

## Printing Tags

- Login to your account to print all tags or some tags.

1. If you need **to print all tags**, click on the **Print All Tags button**.
2. If you only need **to print some of the tags**, click on the **Print Selected Tags button**. From there, you can click the Print All Unprinted Tags button.
3. If you only need to reprint a few tags you can select those tags and then click the **Print Selected Tags** button.

- **Printing your tags on card stock is recommended.** The thick paper makes the tags less likely to come loose as people look through items on the full clothing racks.

- DO NOT adjust the printer settings on your printer to fit more tags on a page or make them smaller. Tags will print 6 per page. Also, **print in “regular quality”** and not in “best” or “high quality” mode as the higher quality can distort the bar codes **and can cause the bar codes to not scan at checkout.**

-Please check Facebook for pictures to help. Visit our main page and then ask to join our private Facebook group. <https://www.facebook.com/Little-Lambs-Closet-of-HCS-187192565449439/>

\*\*\*If you notice a tag is incorrect or you decide you want to change something on the tag after it has already been printed, DO NOT attempt to alter the tag. **You MUST print a new tag.\*\*\***

## Attaching Tags to Items

- Clothing

1. Tags need to be attached with **safety pins**. NO straight pins are allowed.
2. Attach the tags with safety pins horizontally, not vertically.
3. Place tags on the left shoulder (right side if looking at the front of the item). If you have an item made of delicate material and pinning a tag to the material will make holes in the item, you may pin your paper tag to the item’s sizing tag.

- Shoes

1. Use clear packaging tape to tape a tag to the outside of the sealed bag. No duct tape.
2. Write the seller number on the bag in case the tag is removed.

- Accessories

1. Place item in bag and attach the tag to the front of the bag with packing tape in the same manner as you would for shoes.
2. Any items not in bags (such as a hat, diaper bag or baby carrier) you can carefully pin the tag to the item.
3. For plastic items (like a bottle sterilizer) locate a flat spot where the tag is very visible and attach the tag with clear packaging tape.

- Large Items

1. Place the tag where the shopper will easily locate the tag. Attach the tag using clear packing tape.

### **Dropping off your items**

-Your scheduled drop-off time is the time you are to be IN the building with all your items ready to be checked-in for the sale. When you arrive, please stop at the check-in table and you will receive additional instructions. If you come at a time other than your scheduled drop-off time, we will not be able to receive your items until all consignors in the designated drop-off time have been registered and received.

-**You need to be present for the entire process** in case we have any questions about your items.

### **Seller/ Volunteer Early Shopping**

-If you participate in the sale by either selling and/or volunteering, you can shop on Thursday evening, March 25. Anyone can volunteer. You do not need to be a seller to volunteer.

-**Each shift is three hours long.** Please check our website <http://hcsww.org/Little-Lambs-Closet> for available times by clicking on the Worker Registration link under the Volunteers section.

### **Early Shopping Schedule**

4:30pm – 7:30pm	Volunteer for 3 three-hour shifts
5:30pm – 7:30pm	Sell AND Volunteer 1 shift <b>OR</b> just volunteer for 2 three-hour shifts
6:30pm – 7:30pm	Sell <b>OR</b> volunteer for only 1 three-hour shift.

*You CANNOT bring your friend, mother, husband, etc, to early shop. If you want someone to shop with you for any reason they MUST participate in volunteering the same amount of time as you. For example: you volunteer for three shifts, so you can shop at 4:30 pm. If your friend is just selling, he/she cannot shop until 6:30pm. If the two of you want to be able to shop together, your friend would have to volunteer for three shifts.*

### **Volunteer Responsibilities**

Tuesday, Wednesday, & Thursday- Check items for holes or stains and that all items are clean and/or working properly. Place items in designated areas for the sale.

Friday or Saturday Morning – Bag items at checkout, help pickup items on the floor and keep items organized. Help customers in the “big items” area and find items they are looking to purchase. Help with line control. Saturday morning will involve condensing the racks as the merchandise is reduced.

Saturday afternoon – Help sort unsold items for the seller to pick up later that day. Tear down and put away racks. Organize supplies for the next sale.

\* If you volunteer for a shift, we expect you to be present for the full three hours. Please arrive 5 minutes before your scheduled shift for a brief meeting to discuss volunteer responsibilities and discuss any questions you may have. You are required to sign-in when you arrive and sign out before leaving.

### **Picking up unsold items**

- If you do not donate all your unsold items, you will need to pick them up on Saturday, March 27, **between 4 & 5 pm**. Do NOT come earlier than 4:00 pm. Sellers coming in early will only delay the process. Thank you in advance for being diligent and arriving on time.
- If you cannot pick up your items, you must plan for someone to pick up the items for you. We cannot hold any items for pick up at a different time. **All items not picked up by 5:00 on Saturday, March 19, will be donated to area charities.**
- Please check the lost and found area for items that lost a tag or outfits that may have been separated. Sellers will not be compensated for any lost or stolen items. We will be diligent to watch your items very carefully during the sale.
- Please bring totes, boxes, or bags to collect any unsold items. These items will not be provided.

### **Checks**

- Checks will be mailed to the address on file by Friday, April 1, 2022.

*Thank you for being a part of this wonderful ministry!*

*A portion of the proceeds supports area ministries.*

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____ <small>(Applies to amounts paid/owed outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number															
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**Part II Certification**

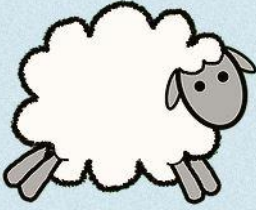
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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# Little Lambs Closet

of Heritage Christian School

## Seller Agreement

**I understand that typing YES in the box below constitutes a legal signature confirming that I acknowledge and agree to the following :**

I have **read all the instructions** for the Little Lambs Closet Sale of Heritage Christian School. (PDF available @ <http://hcsww.org/Little-Lambs-Closet> )

Please note that we will only accept **one seller ID number per person**. Multiple accounts per person are not allowed. This is to allow everyone to participate.

Registered consignors must list a **minimum of \$50** of items in order to qualify for the presale on Thursday, March 17, 2022.

Heritage Christian School is not responsible for any items that are lost or damaged during the sale. Label everything.

Heritage Christian School will donate items not picked up by 5:00 p.m. on Saturday, March 19.

Checks will be mailed to the address on file by Friday, April 1, 2022.

I am **required to submit a W-9** to participate in the sale. This form is for miscellaneous income. It is considered an information return for the IRS and is part of our obligation in maintaining our non-profit status.

I have checked that large items (bouncers, strollers, car seats, Pack n Plays, etc.) have not been recalled. [ <https://www.cpsc.gov/> ]

I have items on hangers facing the correct direction and tags are on the left side of the item (the right side if looking at the front of the item).

I have printed the tags on white cardstock.

Toys have batteries and all the pieces for the item are present.

I acknowledge that I **must have my items entered into the system by Sunday, March 13 at midnight.**