

VALENTINE'S DAY GIFT SHOP or MOTHER'S DAY GIFT SHOP

Spring 2025 Program Agreement for DODDS, outlying areas, ALASKA, HAWAII

Agreement must be e-mailed to Fund Resources, & school agrees to hold sale once boxes (shipped via Priority Mail) arrive at school.

School:		School Phone: ()	
Address:		School Fax: ()	
Address 2:			
APO/FPO/City/State/Zip		Principal:	
School District:		Principal E-Mail:	
Chairperson:		President:	
Home Address:		Phone:	Cell:
Home Address 2:		E-Mail:	
APO/FPO/City/State/Zip			
Phone:	Cell:	Treasurer:	
E-Mail:		Phone:	E-Mail:
School Enrollment:	Grades Served:	# of Classrooms:	Sponsoring Organization:
VDGS Sales Dates:		MDGS Sales Dates:	
Amount paid previous vendor: \$	% profit used last time:	# of sales days last time:	
Organization chooses pricing to make profit margin of (Initial choice): _____10% _____15% _____25% _____Will set on our own			
<p>Or, Schedule our school to also hold the MOTHER'S DAY GIFT SHOP during the week of May 2025. (Mother's Day Gift Shop includes gifts for fathers, godfathers, etc. even though Father's Day is not until June.) If we also schedule the Mother's Day Shop, we understand that we can hold on to the leftovers after the Valentine Shop and Fund Resources will re-stock us with an additional new selection to offer the students in May. All leftovers from both sales are to be mailed back via Parcel Post, postmarked no later than May 21, 2025. Payment for each sale is to be mailed within ten days after each sale ends. By scheduling both the Valentine's Day Gift Shop in Feb. 2025, & the Mother's Day Gift Shop in May 2025, our organization may take a bonus of a 8% discount off the bill for each program.</p> <p>Please sign here to confirm Mother's Day Gift Shop: _____.</p>			

Fund Resources will provide and do:

1. A selection of gift merchandise on consignment for students to purchase.
2. Announcement flyer, money envelope, & shopping bag for each student.
3. Posters and tablecloths.
4. Chairperson's Instruction Booklet.
5. Inventory sheets, price guides, and billing paperwork.
6. Mail the merchandise free via Priority Mail, and reimburse for organization to mail back leftovers via standard mail (parcel post) after shop ends.
7. Take back ALL unsold and unmarked merchandise, as long as it is returned according to instructions in Chairperson's Instruction Booklet and in the manner required (via standard mail.) Returned for credit should be postmarked within ten (10) days after the end of the sale. No returns for credit will be accepted after June 20, 2025.

Organization agrees:

1. To sell no other commercial merchandise in shop.
2. To NOT mark on or put price stickers on any merchandise to be returned for credit.
3. To provide proper tax exemption form (available from Fund Resources), and understands that by setting the retail prices above, the organization is responsible to file all sales taxes collected with the state.
4. To provide tables to display merchandise and to cashier.
5. To provide the volunteers needed to run the shop.
6. To run the shop during school hours so all students have a chance to buy.
7. To keep track of all funds collected daily.
8. To re-box all left-over merchandise on the last day of the sale.
9. To return all product, unused supplies and bags; and if shipping back leftovers, to use Fund Resources' prescribed manner and labels.
10. To complete all necessary paperwork according to terms below.

Terms: Payment by organization is to be mailed to Fund Resources, Inc., 4070 Nenana Drive, Houston, TX 77025, post-marked no later than ten (10) days after the scheduled end of the program at the school. A completed Standard Billing Summary and filled out set of return inventory sheets must be included with the payment. Payments not postmarked by the due date automatically incur a 10% Late Charge, and a service charge of 1 ½% per month (.05% per day/APR=18%) will be applied to all past due invoices.

Fund Resources Representative:

 Fund Resources, Inc. **E-Mail: fundresources@att.net**
 4070 Nenana Drive, Houston, TX 77025
Phone: (713) 649-2100
www.holidaywonderland.net

Sponsoring Organization Representative:

 Print Name: _____ Date: _____
 Title _____
 Phone: _____
 E-Mail: _____