



## Board Meeting Guide

### What is FUN SERVICES?

Fun Services is a nationwide company made up of locally owned distributors. We created the original Santa's Secret Shop/Holiday Gift Shop program over 40 years ago. Santa's Secret Shop/Holiday Gift Shop is an in-school holiday shopping experience for children. The shop is set up and operated by parent volunteers. Children purchase gifts for family and friends in the **safety** and **security** of their own school. Children learn the importance of saving their money and can plan their purchases in a positive learning environment.

### Reasons Why FUN SERVICES is the program for you!

- \*You return all unsold gifts. NO money wrapped up in unsold merchandise.
- \*No upfront cost. 100% Consignment. Only pay for the items sold.
- \*We provide FREE supplies needed to make your shop a success– Gift Bags, Table Covers, Door Panel, Posters, Gift List Envelopes, Parent flyers.
- \*You choose the pricing. You decide to make your program a service project, a profit-making fundraiser or a combination of both.
- \*Cash Register or Tablet with barcode scanner programmed with your selected markup available to use.
- \*Instruction Manual with complete and easy to follow step by step guide to take you through the program from beginning to end.
- \*100% Satisfaction Guarantee. We will replace or refund any item, no questions asked.
- \*Friendly, helpful, professional staff. We're always ready to help when you need us.
- \*FREE dependable delivery service.
- \*Sample box available upon request.

#### Missouri, Kansas & Oklahoma

Fawn Wilson

1-855-234-1301

fawn@funservicesmw.com

#### Illinois, & Iowa

Lisa Camden

1-844-770-3400

lisa@funservicesmw.com



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### Running The Santa's Secret Shop/ Holiday Gift Shop

#### Step 1: Scheduling

Sign up and choose your shop dates. The most successful sales run 3-5 days during school hours.

#### Step 2: Planning

Decide whether your shop will be a fundraiser or service project and what markup you want— 5%, 10%, and 20%. Coordinate volunteers.  
Schedule times for classes to shop

#### Step 3: Promotion Kit

Includes **Instruction Manual** with step by step guide for running your shop. Full color **flyers** to notify parents, **Gift List Planner Envelopes**, designed to help the student and the parent decide who the student will be shopping for and how much money can be spent on each person. **Posters, Table covers** and **Door panel**.

#### Step 4: Setting Up

You will need tables for the following: gifts 4-6, checkout station 1, and gift wrapping 1-2. A detailed setup diagram and instructions can be found in the **Instruction Manual** in the **Promotion Kit**.

#### Step 5: Reorder

You may reorder before 3pm for next day delivery.

#### Step 6: Conclusion of your Shop

If your shop is a NO-COUNT INVENTORY, pack up unsold merchandise in the boxes it was originally delivered in. Fill out worksheet provided to determine bill.

If you did a Counted Shop, count what you are returning and record in the "Return" column on the Inventory Sheets. Email or fax your return sheets and we will let you know what your bill is.

#### Step 6: Returning Merchandise

Fun Services will try to pick up your remaining gifts on the same day that you close your shop. Please call us when everything is counted and packed for return. Return any extra Gift Bags, Gift List Planner, Flyers and the Instructions Manual.

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