

because  
I said  
I would.



## **Flea Market/Garage Sale**

Garage Sale. Yard Sale. Rummage Sale. Flea Market. Whatever you call it, selling gently used clothes, household goods, and miscellaneous items can be a useful way to raise money for your volunteer project!

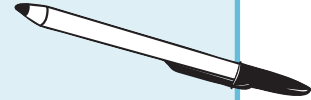
*“One man’s trash is another man’s treasure.”-  
English Proverb*



Total Prep Time: 4 Hours  
Total Active Time: 4 Hours  
Total Time to Execute: 8 Hours  
Cost to Operate: \$\$\$\$  
Forecasted Funds Raised: \$\$\$\$

## Supplies Needed:

- Tables
- Price Stickers
- Change
- Snacks / Beverages
- Cups / Plates / Bowls
- Donated items to sell



*This kit is designed to accommodate 100 participants. If projecting fewer or more participants, be sure to adjust your supplies and cost to operate accordingly.*

## Plan

1. Announce to your friends and family that you are gathering unwanted items for a large garage sale / flea market to benefit your volunteer project
  - a. Bring your own unwanted items and ask your friends and family to give donated items.
2. Decide on a location to store items until the day of the event.
  - a. This could be at a team member’s home or any other agreed upon location.
3. If the event location provides tables, ensure they will be usable for the event. If tables are not provided, work with your team to arrange for tables to be brought to the location.
  - a. You may want to ask party rental places or banquet halls to see if they may be willing to donate their tables for your event!
4. Choose a date and time that will be convenient for most people, such as a weekend afternoon.
  - a. Ensure you schedule the sale with enough time to collect and sort items.
5. Indoor or outdoor? Choose a location to host this event.
6. You may want to offer lemonade, iced tea, or other beverages for a small cost as well!
  - a. If so, prepare to put someone in charge of bringing the drinks, cups, napkins, and any other items you may need. Add these items to the supply list above.



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## Prepare

7. You can choose to either price items with assorted colorful price stickers, or you can offer buyers to pay a donation amount for the item they think is fair. You could also place a price on bins or boxes and sort items into them accordingly.
  - a. If pricing, make sure to have all items priced no later than the day before the event.
8. The day before the event, be sure to have change available for your buyers. For an average garage sale, you will need \$20 in quarters, \$50 in one's, \$50 in five's, and \$50 in ten's.
9. Arrive several hours early in order to set up tables and hang any eye-catching decorations your team would like to use!
10. Organize and display all items on the tables.

## Perform

11. Make sure you have enough volunteers available to: assist buyers as they rummage, collect money, and help clean up afterwards.
12. Count the money made for your volunteer project. If you collected more than your project requires, donate the remaining funds to a nonprofit organization that benefits the community your project aims to serve!

## Accounting Table

(use to calculate how much was collected):

CURRENCY	COUNT	CALCULATE	TOTAL
Quarters		X .25	
Dimes		X .10	
Nickels		X .05	
Pennies		X .01	
Ones		X 1	
Fives		X 5	
Tens		X 10	
Twenties		X 20	
Fifties		X 50	
Hundreds		X 100	

Example:

CURRENCY	COUNT	CALCULATE	TOTAL
Quarters	51	X .25	\$ 12.75
Dimes	80	X .10	\$ 8.00
Nickels	16	X .05	\$ 0.80
Pennies	20	X .01	\$ 0.20
Ones	73	X 1	\$ 73
Fives	28	X 5	\$ 140
Tens	19	X 10	\$ 190
Twenties	15	X 20	\$ 300
Fifties	3	X 50	\$ 150
Hundreds	1	X 100	\$ 100

$$12.75 + 8.00 + 0.80 + 0.20 + 73 + 140 + 190 + 300 + 150 + 100 = \$974.75 - \$180 \text{ (Cost to Operate)} - \$150 \text{ (Change)} = \$522.25$$

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## Checklist

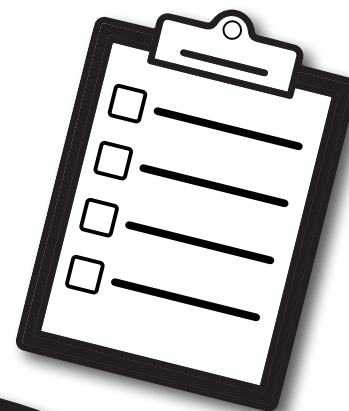
### Plan

- ☐ Choose a location to store items you collect
- ☐ Chose location to hold the sale
- ☐ Contact location and confirm date and time
- ☐ Reach out to friends and family to request items for donation
- ☐ Post on social media or create flyers if desired
- ☐ Coordinate with a volunteer to photograph the event



### Prepare

- ☐ Begin assigning volunteers with tasks like: assisting buyers, collecting money, set up and clean up
- ☐ Continue to remind friends and family that you are collecting items up to the day before the event
- ☐ Arrange for tables and for drop off prior to the date of your sale
- ☐ Remind volunteers of their assigned tasks
- ☐ Ensure volunteers know what time they are expected to arrive
- ☐ Be sure to obtain change-- in Quarters, Ones, Fives, and Tens
- ☐ Price items (the day before, if needed)
- ☐ Set up tables (a few hours before the event)
- ☐ Organize and display items on the tables
- ☐ Decorate area (a few hours before the event)



### Perform

- ☐ Be sure volunteers are: managing refreshments, assisting with sales, and organizing tables
- ☐ Donate unsold items to a local shelter or Goodwill
- ☐ Count the money you made for your volunteer project
- ☐ Fill out the [reporting form](#), be sure a volunteer has uploaded any photos, and celebrate!

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## Examples:



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