

CONFERENCE – SHIP’ STORE AT

(was #529-3) APPROVED BY FALL CONFERENCE, REVISION “0“, DATE 11/6/2004

DISTRICT 31 SHIP’S STORE PROCEDURES:

The district commander and the host squadron will decide if there will be a Ship’s Store at conference.

The Ship’s Store will be run by the district ship’s store committee with assistance from the host squadron.

The National Ship’s Store policy will govern all district Ship’s Store procedures.

District 31 order for merchandise is limited to \$3,500.00

Order must be sent to National six (6) weeks prior to the date of the district conference. National will fill order subject to availability. National will pay for shipping merchandise to District 31.

Upon receipt of merchandise, the merchandise should be inventoried and verified with the enclosed packing list. National sets the prices for all merchandise. The prices are shown on the packing list. Sales Tax is collected according to state law.

Ships Store should be set up and open near registration on Friday. On Saturday the store should be set up by or in the meeting room. Sales are best when merchandise is visible and the store is open

Upon completion of the conference, all merchandise is inventoried, the sales totaled and the money accounted for. The money is given to the district treasurer.

The unsold merchandise is to be returned to national via UPS no later than ten (10) from the date of the the last day of the conference. The district pays for the shipping the merchandise back to national

Give the invoice for shipping to the district treasurer for reimbursement.

The district gets 20% of all sales if the merchandise is returned to national within the 10 days.

The district treasurer will pay national when billed for the merchandise.

The district treasurer will remit the sales tax to the appropriate state.

If the host squadron incurs expense for space and/or tables for the Ship’s Store, the district will reimburse the host squadron for that expense.

The usual amount of UPS freight cost to return merchandise to national is about \$ 30.00 depending on the amount of goods sold.