

RETAIL CLOTHING COMMITTEE GUIDELINES

A. Purpose

To ensure there is an organized and relevant inventory of clothing items to sell to Master Gardeners and Master Recycler Composters. Retail sales of MGFTC items raise revenue for the Foundation and support the member experience.

B. Objectives:

Be the liaison between the MGFTC Board and Foundation members to discuss need for updating or adding to clothing items.

Manage the clothing inventory by tracking the physical inventory, selling a variety of items at selected Master Gardener meetings/events, and reordering inventory when necessary.

C. Procedures:

1. Committee membership may consist of at least two interested Foundation members; one lead and a backup.
2. Inventory is stored at the storage unit rented by the Foundation and is kept secure. It is organized by style and size. Inventory should be taken quarterly or more often if clothing sales have been high.
3. Coordinate with the Board and the Program Manager to determine which Master Gardener events will offer retail and clothing sales. Provide an assortment of sizes and styles to sell or samples so that Master Gardeners can place orders for future pickup. At a minimum, be available for MGFTC membership meetings and MG and MRC training graduation events. For new graduating classes, it is very helpful to have a preview showing of items to get a better idea of sizes to order.
4. Ensure retail and clothing are posted on appropriate web sites.
5. Assemble an order when the inventory is low and present it to the Board for authorization to place the order. Sizes and colors can be mixed. Once the order is approved by the Board, order from the supplier that has the products and prices desired. Use the Master Gardener Foundation of Thurston County Reimbursement Request. Proceeds from sales are transferred to the Treasurer for deposit in the appropriate Foundation account.