



St. Jude Council 11293 Christmas Tree Lot Instructions

Now a little help for those who have never worked in the tree lot:

We are selling 5 sizes of **Fraser Fir trees** from North Carolina, six different lawn signs, conduit retro fit kits for previous sold signs and car magnets.

We are open during the hours of 9 AM and 9PM on the weekends (plus Friday after Thanksgiving) and between 6 PM and 9 PM on the weekdays.

Please sign-in on the sheet provided.

Purchase Process

We take cash, checks written to KofC and credit cards.

There is a cash bag in the file cabinet in the shed with change.

We take Visa, Master Card and Discover and American Express.

Price lists are posted and visible both inside and outside the shed.

For the electronic Credit Card machine, please follow the instructions posted on the bulletin board at the Lot.

When you sell a tree or a sign, please indicate the sale with a vertical line on the sheet of the clipboard, in the appropriate box for the size tree or type of sign for the day and the shift you are working. *Did I say Please?*

It is not complicated, just find the appropriate box and make a mark so we know when and what is selling. We are permitted by the city to have the lot and the permit is on the east side of the shed.

To Open the Lot

Just turn on the lights using the circuit breakers in the power panel just North East of the shed and the light switches inside the shed.

The combination to the lock is 14, 24, and 25. The tick mark that you stop each number at is at 9 o'clock on the dial and there is a button at 3 o'clock that you must push in after you arrive at 25 before you can turn the lock to open the latch.

Check to see all the trees have water in their buckets and have not blown over.

Get the cash bag out of the file cabinet.

1st Shift each day, please take an inventory of trees and record it on a sheet on the clipboard.

If you cannot work your shift, please remove your name from the online sign-up list ASAP, even if the time has already past. It really does take two and sometimes three Knights to load some of these trees on vehicles and sell trees to other customers at the same time.

No-Show Sign-Up

Almost all the Knights who signed-up, showed up. THANK YOU!

If someone who has signed-up does not show up, you could call them to remind them, if there are not three people there.

A copy of our roster is posted on the bulletin board next to the current updated sign-up list. Please use the information on the Roster for this use only.

To Close the Lot

Clean the ground around the shed.

Put the cash bag in the file cabinet.

Turn off or unplug the TV.

Switch lights off, turn-off heater and coffee pot.

Lock the door.

Throw the circuit breakers in the power panel just North East of the shed to "off" except #4. That will kill the power to everything except the Tree Shed itself, that is so the refrigerator stays on.



St. Jude Council 11293 Christmas Tree Lot Instructions

Trees are in the lot in 6 separate sections:

5 foot up to 6 foot trees are in the SW section of the lot, have a green tag and sell for \$66.

6 foot up to 7 foot trees are in the SE section of the lot, have a blue tag and sell for \$77.

7 foot up to 8 foot trees are in the NE section of the lot, have a red tag and sell for \$88.

8 foot up to 9 foot trees are in the NW section of the lot, have a white tag and sell for \$99.

9 foot up to 10 foot trees are in the far west section of the lot, have a pink tag and sell for \$111

When you sell a tree

Ask if the customer wants 1 inch cut off the bottom of the trunk. If so, lay the tree down and use the electric chain saw that is in the shed. Then put the tree in, or tie the tree on the top of, their vehicle with the trunk forward.

There is nylon twine in the shed.

By the way, We have priced trees at Home Depot and theirs are less than ours. But remember, they charge sales tax in addition to the price.

We are exempt from charging sales tax because we are non-profit. Our trees are the best trees available, #1 trees, theirs are not.

100% of our proceeds go to charity helping St. Jude Church, St. Jude Youth, Pro-Life Efforts and the Allen Community. Enough said!

When you have sold a tree and need to store the empty bucket, please only put buckets of the same kind together. Otherwise we throw them away because they will not come apart without breaking.

Signs

Are South of the shed and are of six types.

"Keep Christ in Christmas" Nativity Signs which include a spot light (no bulb) are \$50

Three Wise Men Signs which include a spot light (no bulb) are \$50

Nativity Sheep Signs are \$5

Nativity Camel Signs are \$10

Nativity Cow Signs are \$15

Nativity Donkey Signs are \$20

Lights can be sold separately for \$10

No discount if they do not want a light with their sign.

All the signs are at the Tree Lot.

Magnets

That are miniatures of the "**Keep Christ in Christmas**" signs are for sale for \$5 each or \$20 for five (5) magnets.

Youth Help

If a youth wishes to work at the lot for service hours, they must be accompanied by their Parent.

No unsupervised, "at risk" youths or adults at the Lot, please.

When a supervised youth is present, please document it on the safe environment sheet on the clipboard.

Donations

Should be recorded on a slip of paper, with date and amount, which is placed in the cash bag.