



AFTER SCHOOL SALE CHECK LIST

Thank you for agreeing to coordinate/help with this sale.

Please make sure you advertise your event with plenty of notice. Class Reps or someone from the PSA team will be able to help circulate posters/artwork. Please also remember to add to the PSA Facebook page!

PRICING & FLOAT

Round figures usually work best (£1 or 50p) but please use your discretion.

The PSA Treasurer (treasurerplaxtol@gmail.com) will be able to provide a float. Please let them know how much you require at least one week prior to the event.

Please count the float before the sale starts.

Please make sure that an adult remains in charge of the money box during the sale (not any child helpers!).

Following the sale - ideally two adults should count and verify the cash profit amount and note on a piece of paper to leave inside the money box.

Please hand all monies into school office after the event.

IF SELLING CAKES/EDIBLES

Please ensure all sale items are nut free.

An allergens sign is kept inside the PSA shed. Please ensure this sign is clearly displayed on the sale table.

Wallpaper (sale) tables are housed in the PSA shed. Additional tables and benches can be borrowed from school (please discuss with school in advance). All tables and benches must be wiped clear prior to them being returned.

Ideally avoid the use of sharp knives where possible (cake cutting) - adults only to use knives!

Any refuse/recycling can be put in the school wheelie bins after the event.

All volunteers should wear gloves when handling sale items.

IF SELLING GENERAL ITEMS

Please use common sense to ensure items don't contain small/chokeable parts.

All newly purchased items being sold must bear the UKCA or CE mark (please note, items from Temu or Shein don't have the correct safety marks).

Event coordinators may be reimbursed for all reasonable expenses - please contact PSA Treasurer (treasurerplaxtol@gmail.com) when convenient following the sale, receipts required.

Please feel free to contact the PSA Chair (chairplaxtolpsa@gmail.com) if you have any other queries.

Many thanks for your help!