**What can I sell?**

Men and women’s clothes, shoes and bags. Clothes and shoes for children aged 10 or older.

All items must be clean and in good condition.

**How much can I charge?**

This is up to you but should reflect the original price, quality and amount of wear of the item.

20% of the profit from each item will go to the Community Centre (registered charity number 1128604). Please only charge in whole pounds e.g. £10 not £10.50. This will make selling the items and giving you your profit easier!

**What do I do with items I wish to sell?**

Page 4 contains a Form which can be printed and filled in by hand or filled in electronically and then printed. If you do not own a printer the Forms are available at the Community Centre Coffee Shop.

1. Please complete one Form for every item you wish to sell. Complete every row.
2. Cut to separate Part A and Part B.
3. Keep Part A to hand in when you drop off your items.
4. Securely attach Part B to the item’s label, e.g. with a safety pin or stapler.
5. Drop the labelled items and completed Form As at the Community Centre Coffee Shop between Monday 26th June and Friday 14th July. The Coffee Shop is open between 10am and 2pm.

Your unique seller ID is your initials plus four random numbers of your choosing e.g. BGD5398. Your seller ID should be included on every Form.

Your unique item ID is your seller ID with a / and a number e.g. the Form for the first item you wish to sell will have BGD5398/1 on it, the Form for the second item will have BGD5398/2 on it etc.

If you are a UK taxpayer please choose to add Gift Aid to your 20% from sold items. [The Gift Aid scheme enables registered charities to reclaim tax on a donation made by a UK taxpayer, effectively increasing the amount of the donation](https://bing.com/search?q=what+is+gift+aid) by an extra 25p for every £1 you give. It will not cost you any extra.

An example of a completed form is below.

PART A

|  |  |
| --- | --- |
| Name | Beatrice Dent |
| Address (inc. postcode) | 221B Baker Street, London, NW1 6XE |
| Telephone number | 01954 123456 |
| Unique seller ID  | BGD5398 |
| Unique item ID | BGD5398/1 |
| Item brand | Next |
| Item type (e.g. dress) | Trousers |
| Item size | 14 |
| Cost | £5 |
| Are you a UK tax payer? Y/N | Y |
| Make a Gift Aid donation? Y/N | Y |
| To be donated to charity if unsold? Y/N | Y |

PART B

|  |  |
| --- | --- |
| Unique item ID | BGD5398/1 |
| Brand and size | Next, 14 |
| Cost | £5 |

*Data is collected for the sole purposes of contacting you in relation to this clothes sale and, where applicable, claiming Gift Aid. It is processed on the basis that it is in the legitimate interests of the Community Centre to do so.*

*Where Gift Aid is not claimed data will be stored only in hard copy (not electronically) and will be destroyed either as soon as items / earnings have been collected, or after the unsold items have been taken to the charity shop.*

*Where Gift Aid is claimed data will be stored in hard copy and electronically: names, postcodes and house numbers will be entered onto a spreadsheet which is submitted to HMRC as part of the Gift Aid claim. Once the claim is made and is paid the data will be deleted / destroyed, this is usually after a few weeks.*

**What happens during the clothing sale?**

The sale will be held in the Main Hall of the Community Centre from 10am – 2pm on Saturday 15th July. Your items will be displayed on hanging rails and tables for people to browse. When a person selects an item they will take it to the pay desk and give the Part B label and cost of the item [in cash] to the Trustee.

Please remember to come along and have a browse! 😊

**What happens after the clothing sale?**

 Someone will remain in the Hall from 2pm – 4pm on 15th July to enable sellers to collect their profits or their unsold items. You will need your unique seller ID.

Please note if you arrive at exactly 2pm it may take us ten minutes or so to arrange your profits and items if there are several!

If you are away on the 15th July please advise a Trustee or member of the Coffee Shop staff so that we can make alternative arrangements. Unsold items and profits will be held for a maximum of one week.

If you wish you can indicate on your Forms that unsold items should be taken to the local Arthur Rank Hospice instead of being returned to you.

PART A

|  |  |
| --- | --- |
| Name |  |
| Address (inc. postcode) |  |
| Telephone number |  |
| Unique seller ID  |  |
| Unique item ID |  |
| Item brand |  |
| Item type (e.g. dress) |  |
| Item size |  |
| Cost |  |
| Are you a UK tax payer? Y/N |  |
| Make a Gift Aid donation? Y/N |  |
| To be donated to charity if unsold? Y/N |  |

PART B

|  |  |
| --- | --- |
| Unique item ID |  |
| Brand and size |  |
| Cost |  |