

**First United Methodist Church  
Outreach & Service - Fair Trade Project**

**Procedures**

**A. Sunday Selling Procedures**

- a. **SET UP FAIR TRADE DISPLAY:** get product stock from the storage closet (Bride's closet for Montgomery, front storage closet for Stony Point), set up a display of available products, get money folder ready with change.
- b. **SELLING:** Prices are listed on each selling box (Montgomery) or on WEEKLY SHEET.
  - i. Collect the appropriate amount and put it in the cash envelope.
  - ii. Accept cash or check made to "FUMC" with "fair trade" in the memo line.
  - iii. If they want to order something that we do not have in stock, note this on a blank order form, and we will include in next order.
- c. **Take Ending Inventory** using the attached Weekly Sheet.
- d. **PUT AWAY:** When the crowd diminishes, put away the display.
  - i. Take the cash and separate the checks and all but about \$70(Montgomery) or \$30(Stony Point) (keep all \$1 and \$5, and enough \$10 to make about \$70 or \$30) to go to the office for counting, and retain the change for future change. It is not necessary to count quarters.
  - ii. Put the money in an envelope labeled "Fair Trade Product Sales" and write the totals on the envelope.
  - iii. Using the WEEKLY SHEET, enter a line showing:
    - > Date
    - > Your name
    - > Cash sent to the office
    - > Checks sent to the office
    - > Cash On Hand (for next week's change)and fill in the ENDING QUANTITIES columns.
  - iv. Return the stock boxes to the closet.  
  
MONTGOMERY:
    - v. Count the stock in the Bride's closet and add to the WEEKLY SHEET.
    - vi. Replenish the stock in the stock boxes from the stock in the Bride's closet. Leave empty boxes on the shelves as place holders.
    - vii. Put the deposit in the drop safe in the copier room in the office.
    - viii. Put the WEEKLY SHEET in the **OUTREACH & SERVICE** box in the office.  
  
STONY POINT:
      - ix. Include the money envelope with the packet going to Montgomery.
      - x. Complete the WEEKLY SHEET using the **Ending Quantities** online: <http://www.fumcsantarosa.org/form/fair-trade-weekly-sheet>
      - xi. During the next week, get needed stock from Montgomery, put the prior week sheet in the Outreach & Service mailbox in the Montgomery office with the **Pickup Quantities** completed, complete a new **WEEKLY SHEET – Starting Quantities**, and return the stock and **WEEKLY SHEET** to Stony Point.

## Ordering Procedures

- e. We must order in cases, which are quantities of 6 units of coffee or tea or cocoa, or 12 chocolate bars. Order at least 4 cases so we don't have to pay shipping. If you need to order but don't have 4 cases, order something we are close to needing.
- f. If possible, FAX order to Equal Exchange on Sunday or Monday. If not possible, call Equal Exchange on Monday to order, Account FIR1326. Payment is by the church open account.
- g. When the order arrives, check that you received what was ordered. If there is any problem, call Equal Exchange immediately to request a reshipment as needed.  
Restock the selling boxes
- h. Prepare a church voucher for the amount of the order, account "fair trade sales", payable to Equal Exchange. Attach the invoice included with the order to the voucher, sign, and put in the Bookkeeping mail slot.
- i. Put a copy of the invoice in the **OUTREACH & SERVICE** mail slot.

**WEEKLY SHEET – STONY POINT**

<b>DATE</b>	<b>NAME</b>	<b>Beginning \$Cash on hand</b>	<b>\$ CASH to Office</b>	<b>\$ CHECKS to Office</b>	<b>Ending \$CASH on hand</b>

<b>ITEM</b>	<b>PRICE</b>	<b>Stony Point</b>				<b>Both Locations</b>		<b>Stony Point</b>	
		<b>Starting Quantities</b>		<b>Quantities Sold</b>		<b>Ending Quantities</b>		<b>Pickup Quantities</b>	
		<b>DRIP</b>	<b>BEANS</b>	<b>DRIP</b>	<b>BEANS</b>	<b>DRIP</b>	<b>BEANS</b>	<b>DRIP</b>	<b>BEAN</b>
Organic Breakfast Blend	\$7								
Organic French Roast	\$7								
Organic Ethiopian	\$7								
Decaf Organic CO2	\$8								
Decaf Hazelnut Crème	\$8		----		----		----		----
		<b>BOX</b>		<b>BOX</b>					
English Breakfast Tea	\$3		----		----		----		----
Earl Gray Tea	\$3		----		----		----		----
Green Tea	\$3		----		----		----		----
Rooibos Tea	\$3		----		----		----		----
Peppermint Tea	\$3		---		---		---		---
Chamomile Tea	\$3		---		---		---		---
Hot Cocoa Mix	\$5		----		----		----		----
Baking cocoa	\$5		---		---		---		----
		<b>QTY</b>		<b>QTY</b>					
Milk Chocolate w. Hazelnuts	\$2.50		----		----		----		----
Very Dark Chocolate	\$2.50		----		----		----		----
Mint Chocolate	\$2.50		----		----		----		----
Dark Chocolate w. Almonds	\$2.50								
Chocolate Espresso Bean	\$2.50		---		---		---		---
Minis bag of 24	\$4								
Olive Oil	\$12								

**WEEKLY SHEET – Place completed sheet in OUTREACH & SERVICE BOX**

<b>DATE</b>	<b>NAME</b>	<b>Beginning \$Cash on hand</b>	<b>\$ CASH to Office</b>	<b>\$ CHECKS to Office</b>	<b>Ending \$CASH on hand</b>

(Should be About \$70)

(Should be about \$70)

		<b>Montgomery</b>			
<b>ITEM</b>	<b>PRICE</b>	<b>Ending Quantity In Boxes</b>		<b>Quantity on shelves</b>	
		<b>DRIP</b>	<b>BEANS</b>	<b>DRIP</b>	<b>BEANS</b>
Organic Breakfast Blend	\$7				
Organic French Roast	\$7				
Organic Ethiopian	\$7				
Decaf Organic CO2	\$8				
Decaf Hazelnut Crème	\$8		----		----
		<b>BOX</b>		<b>BOX</b>	
English Breakfast Tea	\$3		----		----
Earl Gray Tea	\$3		----		----
Green Tea	\$3		----		----
Rooibos Tea	\$3		----		----
Peppermint Tea	\$3		---		---
Chamomile Tea	\$3				
Loose Black Tea	\$7.50		---		---
Hot Cocoa Mix	\$5		----		----
Baking cocoa	\$5		----		----
		<b>QTY</b>		<b>QTY</b>	
Milk Chocolate w. Hazelnut	\$2.50		----		----
Very Dark Chocolate	\$2.50		----		----
Mint Chocolate	\$2.50		----		----
Dark Chocolate w. Almonds	\$2.50		---		---
Chocolate Espresso Bean	\$2.50		---		---
Minis bag of 24	\$4				
Olive Oil	\$12		----		----