

**For the week of 6 – 10 Feb.:** We will not be accepting the following items:

**We have an open board. Please call ahead for approval before bringing in anything that requires floor space.**

**We are now accepting Spring clothing, this does not include shorts or sleeveless tops.**

If the base is on a delayed start due to bad weather the Thrift Shop will not be opened. Please check here or call the shop at 658-5990 and listen to the answering machine for updated information.

We only accept three items in the each department for consignment, i.e. kitchen items, toys, knick knacks, collectibles. We will accept three pieces of clothing in each department. These departments are infants thru juniors, men's and women's, and military. Please check the permanent "Do Not Take List" to make sure what military items we will accept prior to bringing them. That list is located at the end of this document.

We are usually run a waiting list on furniture and larger items, i.e. baby equipment, lawn care equipment and large kid's toys as well. You must call ahead for permission to bring in any item that would take up floor space regardless of its size. Call 658-5990 for permission or for any questions.

All customers and volunteers bringing items to consign must have their consignment form as well as their blind tags completed prior to coming in unless you are a new account that day. Having this completed will help us process you faster and hopefully shorten your wait time.

**\*Our outside furniture/ large item or Bring Your Own Big Stuff Sale, will be on the first Saturday of the month which will be 3 March. We will start taking consignments outside at 8:00 a.m. until 1:00 p.m. You will be able to consign up to 48 items on this day that we usually don't take or don't have room for. Please stop by and get the information to be ready for this big day. All items consigned must be picked up no later than 2:00 p.m. or they will become an automatic donation. This sale only will take place if the weather is good, if it's raining we won't do it, but the main store will still be opened. Please note: All items consigned outside need to be on a separate contract from items consigned inside. If you are consigning more than one contract, please advance your numbers on the additional contract. Items cannot be combined on one sheet. You are not required to stay with your items during the sale time.**

### **THRIFT SHOP CLOSINGS:**

20 Feb. – President's Day  
27 April – Battle of the Flowers Day  
28 May – Memorial Day  
23 Jun. – 8 July – Summer Break  
3 Sep. – Labor Day  
8 Oct. – Columbus Day  
12 Nov. – Veteran's Day  
19 – 23 Nov. – Thanksgiving  
20 Dec. – 6 Jan. 2013 – Winter Break

### **SATURDAY OPENINGS:**

3 Mar.  
7 Apr.  
5 May  
2 Jun.  
No July opening  
4 Aug.  
3 Sep. (only if we have enough staff to work)  
6 Oct.  
3 Nov.  
1 Dec.

**IMPORTANT DATES:**

**15 Feb. – Valentine items expire @ 2:00**

**2 Mar. – start Summer items**

**12 Mar. – start Easter items**

**9 Apr. – Easter items expire @ 2:00**

**30 May – start 4<sup>th</sup> of July items**

**9 Jul. – re-open and 4<sup>th</sup> of July items expire @ 2:00**

**14 Sep. – last day to consign Spring/Summer items**

**19 – 30 Sep. – no clothing**

**1 Oct. – start Halloween items and start Fall/Winter items**

**19 Oct. – start Thanksgiving items**

**2 Nov. – Halloween items expire @ 2:00**

**14 Nov. – re-open and start Christmas items**

**26 Nov. – re-open and Thanksgiving items expire @ 2:00**

**19 Dec. – last day to consign for 2012**

**7 Jan. 2013 – re-open and Christmas items expire @ 2:00 – no clothing for 2 weeks due to season change over**

Please scroll down for our current consignment policies. **Please note additions to the permanent do not take list; these new items are marked with a red asterisk.**

**RANDOLPH THRIFT SHOP**  
**TELEPHONE: (210) 658-5990**  
**WEB PAGE ADDRESS: randolphosc.org**  
**CUSTOMER GUIDELINES (July 2011)**

Welcome to the Randolph Thrift Shop, a resale shop operated by the Enlisted Spouses Club (ESC) and the Officers' Spouses Club (OSC) volunteers to raise monies for the Welfare funds of both clubs. These funds are used for charitable donations to local military and community organizations and college scholarships. The Randolph Thrift Shop provides authorized personnel a convenient medium for the sale or purchase, at reasonable prices, of previously owned personal or household merchandise. Authorized personnel consist of any active duty or retired member of the Armed Forces, Guardsmen or Reserve military on active duty, and all customers with military I.D. card privileges and civilian personnel of the Armed Forces. Items can be entered on consignment contract by persons 18 years and older and must possess one of the valid I.D. cards mentioned in the above paragraph. There can be only one (1) account per household/per family, regardless of dual military. Each consignor will be allowed to consign the maximum amount of items allowed daily unless they are on the do not take list.

**Operating Hours:**

Monday, Wednesday, & Friday – 9:00 – 1:00 for Consignments

Monday, Wednesday, & Friday – 9:00 – 2:00 for Sales

1<sup>st</sup> Saturday of the month (unless a Holiday) –Outside Consignments 8:00 –1:00 – Inside Consignments 9:00 – 1:00.  
Sales 9:00 – 2:00

The Thrift Shop reserves the right to close the shop and/or consignments early in the event of volunteer shortage. Other closings will be at the discretion of the Manager and/or the Chairs, based upon events that may affect the running of the shop for that day: (i.e. no air conditioning, electricity, base exercises). The Thrift Shop will be closed if the base has a delayed start due to bad weather. The word “day” will refer to any operating Thrift Shop day.

Shop Closings: All Federal Holidays, Holidays, and all other closings will be posted in the shop as well as the website. Seasonal consignment schedule will be posted in the shop as well as the website. **All seasonal items do not fall under the normal consignment period they will expire at 2:00 on the next business day following the holiday they were consigned for.**

**Consignment Guidelines: Please call to verify what items are not being accepted or check our website at: [randolphosc.org](http://randolphosc.org)**

The Thrift Shop reserves the right to refuse any item. The minimum consignment price is \$3.00. All prices must be in .25-cent increments. The Thrift Shop retains 25% of sales and Consignors receive 75% of sales. Checks are issued on the 10<sup>th</sup> of the month for the previous month sales. Checks are valid for 90 days and will not be re-issued.

Consignors are able to consign up to 12 items per day and are allowed only one account per family, regardless of dual military. There can be no more than (3) like items consigned per day per area: i.e. books, toys, etc. Military uniforms, adult clothing (both men's & women's), and children's clothing (juniors, toddlers, infants) are considered separate categories. **All larger items need manager/chairs approval prior to consigning them, i.e. bay equipment and furniture.** All clothing must be clean, pressed and with working buttons, zippers and without holes or stains.

All items are consigned for a 4-week period (scheduled shop closings are already figured in). Closures due to unforeseen circumstances will result in contracts that were due to expire during the unforeseen closure to be automatically extended. At the end of the consignment period, items that have not been withdrawn by 2:00 p.m. on the expiration date (written on the contract) will become property of the Shop.

All items consigned may be marked down by the consignor after the first day and before the last day of the contract period. There will be no same day or last day markdowns prior to withdrawal. Marking down an item does not extend your contract time. There will be a withdrawal fee on all items withdrawn, based on the current price of the

item. All withdrawals are handled in the office. Items cannot be re-consigned more than once. All large item needs to be approved by the manager. The price must be reduced by 25% of the current price and the withdrawal fee must be paid as well.

The Thrift Shop is staffed by three contractor's consisting of a Manager, Bookkeeper and a Custodian. We have Volunteer Chairmen and Co-Chairmen representing both the ESC and OSC. The rest of our staff are volunteers, these volunteers are here to assist you with your Thrift Shop experience, they do not make the guidelines, but simply try to enforce them. If you have any questions please ask to speak to a member of our management team. We thank you for your continued support of our shop and we are grateful for your continued patronage.

To speed up your consignment process, please have your contract completely filled out and your blind tags attached to your items prior to arriving to the Shop. The blind tag should have the date and the account number and item number only, i.e. 3 April/ T-1234-5. Do not use the (\$) dollar sign when pricing your items. .No number will be issued until this process is completed.

We reserve the right to change our policies at our discretion. The Thrift Shop is not responsible for damage, loss, theft and finding consigned items. Any item found to be broken, damaged or dirty might be rejected by either a volunteer or by the manager either at the time of consignment or after the consignor has left the area. These items will be placed in the rejection area of the shop and kept until the consignor retrieves it or the contract expires. Consignors must check this area or ask if an item is in this area. The shop will not call consignors about these items and these items will not be put on the sale floor.

## **THE THRIFT SHOP WILL NOT ACCEPT THE FOLLOWING ITEMS FOR CONSIGNMENT**

**Appliances (major) – Ads/pictures can be placed on the bulletin board for .50 cents.**

**\*Automotive Items – we will accept accessories i.e. steering wheel covers, cup holders, floor mats, etc. (must be clean)**

**Back Packs, Luggage, and Tote Bags**

**\*Beauty/Health Care Products – we will accept items that are brand new and in sealed packaging.**

**Beds/Bed Frames – we will accept crib mattresses**

**Belts - of any kind**

**Bicycles and all bike accessories**

**\*Books on Tapes/Cassette Tapes/VHS Tapes – we will accept books on CD.**

**Bowling Balls**

**\*Ceiling Fixtures/Ceiling Fans -any fixture that needs to be hard wired or glass globes/light covers**

**\*Cell Phones/Cordless Phones – we will accept cell phone accessories, i.e. chargers, covers, jewelry.**

**\*Computers/Software/Typewriters – we will accept computer/photo paper, laptop bags, new ink cartridges, unopened blank DVD's/CD's, and small electronics that can be tested prior to purchases.**

**Curtain Rods/Shower Rods/Window Blinds – all types**

**\*Cribs/Car Seats/Strollers not up to current safety standards – we will no longer be accepting cribs with drop down sides or any baby equipment unless internet proof can be provided that the item has not been recalled.**

**\*Electronic Items – i.e. Stereo's/Radios, DVD Players, Microwaves, Speakers, and TV's. We will accept small stereos, radios, clock radios and boom boxes.**

**Encyclopedias, Magazines, Readers Digest Condensed Books**

**Exercise Equipment – We will not accept large equipment. We will accept small hand weights, jump ropes, ankle weights, etc.**

**Flammable Items – nothing marked flammable**

**Anything containing liquids/food or perishable items, i.e. bottles with floating fruit/veggies**

**Guns and ammunition**

**\*Hair care items; i.e. barrettes, brushes, combs, headbands, and curlers/curling irons. We will accept Vintage Brush/Comb sets.**

**Hats - we take only military hats**

**Household fixtures - cabinets/doors/medicine cabinets, sinks & windows**

**Linens/Pillows – We will take only new and in “original” package of sheets, curtains, shower curtains. We will take used tablecloths, runners, placemats, napkins, etc. We will take pillows/towels/throws as seasonal type items only. We do not take blankets or comforters.**

**Men's Clothing – We take pants, shorts, shirts with collars. Outer wear jackets/coats/sweaters when**

**in season.**

**Picture Frames – unless new in box, have UPC code attached or in shrink wrap packaging or have factory insert paper with frame size on it.**

**Roller Blades/Skates**

**\*Rugs – nothing larger than 3x5, runners are ok**

**Shoes - we only take military shoes and infant/toddler up to size 5 only**

**Tins & Collectible Tins – only seasonal type will be accepted, i.e. Easter, Christmas, and Halloween**

**\*Uniforms - We only take ACU's, BDU's, DCU's, Flight Suits and Mess Dress Uniforms. No BLUES or their accessories.**

**Used Text Books**