

HSLJ School Store Instructions for PTO Volunteers

- Check in at front desk, tell them you are with the PTO and are there to work in the store. They will give you the key to the store. The large key opens the door to get into the store, the small key opens the large metal cabinet on the back wall of the store.
- Go into the store and open the metal cabinet. There is an old candy box in the cabinet that is our cash box. Open the store by lifting up the rolling metal window cover.
- We sell various items that change from time to time. Currently we are selling HSLJ polos (\$15 each), HSLJ T-shirts (\$10 each), and HSLJ sweatshirts (\$25 each). These shirts are in boxes and on the metal shelves at the back of the store. Inventory varies, but at the time of writing these instructions we have polos in Navy or Black, sizes XS to 3XL, sweatshirts in Navy or Black, sizes S to XL, and Ts in whatever sizes and colors are on the shelves.
- There also may be some pre-paid shirts that students need to pick up. These are in the locked metal cabinet. They have been there a long time, so it is unlikely anyone will come for them, but if they do, that's where they are.
- For payment, we accept cash, Zelle, and CashApp. The PTO's Zelle and CashApp info is on a sheet of paper taped to the wall outside the store. For sales by Zelle or CashApp, ask to see the buyer's email receipt to confirm that the payment went through.
- There are usually various snacks in the store. The Seniors sell those for their own fundraising. We DO NOT sell those, even though many students will ask about them.
- There is a green spiral notebook in the cabinet by the cash box. Please use this to record a tally of whatever types of shirts or other items you sell.
- Once your shift is over, close the rolling metal window cover. Please count the cash in the cash box and record it in the green notebook along with the tally of sales. Send an email to hslj.parents@gmail.com letting us know the number of sales and also the amount of money in the cash box. If you want, you can just take a picture of the notebook page with your phone and email it to us.
- Make sure the store door is locked when you leave. Turn in the keys at the front desk.
- If you have questions or need help, here's how you can reach us:
 - Email: hslj.parents@gmail.com
 - Text or phone: Tanya Chaney (832-428-5728)
 - Kim Hargrove (832-215-2941)
 - Kris Ella (281-235-9282)
 - Kim Jackson (713-582-5124)