

Concord Piecemakers Job Description
Fabric, Yarn & Notions (FYN) Sale

History: The CPM FYN sale, formerly known as CPM yard sale, was started by Alice Wiggin many years ago. She held the sale in her front yard and donated all proceeds to CPM to fund speakers and quiltathons.

1. The FYN Chairs organize a one-day fund raiser by selling donated fabric, yarn, quilting books, patterns, and notions. This is open to the public and is usually held in October once every two years.
2. At least two co-chairs are needed to organize the sale. The co-chairs should start preparing for the sale in January or ten months ahead of the sale.
3. This sale requires participation from all members to help with sorting and selling.
4. Co-chairs should also coordinate with Quilt Show Boutique chair to review any large dollar items donated, e.g. sewing machine or antique quilt.
5. Work with the Treasurer to allow customers to pay electronically.

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Time Line:

1. January - Set the date of the sale with the St. Matthew's church secretary who will schedule our FYN sale in October. Then, the Co-chairs should meet to discuss the timing of announcing the FYN sale to guild members, the place for storing donated items, and the guidelines for items to be accepted, e.g. no upholstery items.
2. February – thru June - Place announcements in the newsletter regarding the date of the sale, items accepted and the starting date for collecting donated items.
3. April, May and June- Make announcements regarding the FYN sale and encourage members to review their stashes for donation. We start collecting in May. We ask members to premeasure their fabric and the measurements should be in $\frac{1}{4}$ yard increments. These measurements should be rounded down to the nearest quarter yard. In addition, fat quarters measuring 18 X 22 are also acceptable and should be labeled as such. Write the measurement on blue tape and attach it on fabrics donated.
4. May – Make announcements that we will continue to accept donations through the summer and set a day of the week the donations will be accepted. (In the past, we set Thursday noon to Friday Noon). We need to limit the donation times to avoid cluttering the collection area at the church and because the volunteers are unable to make daily trips to the church to pick up donated items. The co-chairs and volunteers pick up donated items on the designated dates and move them back to the storage area.
5. July and August- Measure and sort donated items. Send out emails to members and ask for volunteers to help measure and sort donated items. Frequency depends on the amount donated and number of volunteers. Co-chairs should check their inventory of blue tape, markers, Ziploc bags, paper bags and other supplies. To encourage volunteers, the co-chairs allowed working members to pre-purchase items by completing sales receipts.
6. August – Ask church contact when we can leave the sorted bins on the tables against the back wall of the basement. Also, we need to make an announcement in the September newsletter regarding the upcoming FYN sale and ask for more donations, if needed, and for member volunteers. Also, ask the Town of Acton for permission to place sale signs on the day of the FYN sale.
7. September - at the September meeting, send out volunteer sign-up sheet for the day of FYN sale. The co-chairs also need to coordinate with the publicity chair regarding announcing our sale in newspapers and web media.

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8. Monday through Friday before the sale, the basement space is available for final staging. Ask for volunteers to arrange items for the sale.
9. Friday before the sale– Put up signs for various areas of sale, e.g. yarn, notions, and related pricing. In addition, the publicity chair needs to place signs around Acton (after receiving permission by the town of Acton).
10. Saturday- Day of the sale, ask for cash advance and prepare sales tickets. Bring calculators and paper bags. Sale begins 9 AM and ends at 2PM. After 1PM, customers can fill a grocery store paper bag and pay \$5 for the bag.