

## BARGAIN BOX QUOTA SCHEDULE

Quota\* deadline for the League Year **June 1 through May 31**:

Month	Last names beginning with the letter:
JUNE	<i>Open month to clear Quotas from previous League year</i>
JULY	L
AUGUST	M-N
SEPTEMBER	O-Q
OCTOBER	R-S
NOVEMBER	T-V
DECEMBER	W-Z
JANUARY	A-B
FEBRUARY	C-D & PROVISIONALS
MARCH	E-G
APRIL	H-J
MAY	<i>Open</i>

\* \$100 or more in clothing or goods (all clothing must be on hangers to receive credit)

1. The above indicates the LAST month by which an Active members or Provisional is required to donate her Quota. However, the Quota may be donated any time between June 1 (of the League fiscal year) and the last day of the month the Quota is due.
2. Transfers are not required to donate their Quota until six months after their date of transfer. At that time, they will follow the above schedule.
3. Sustainers may donate merchandise any time during the administrative year.

### GENERAL BARGAIN BOX POLICIES

1. The membership is expected to be aware of the Standing Rules and Policies concerning Bargain Box Quotas and Placement obligations.
2. Quotas: \$100 for Actives and \$100 for Provisionals in merchandise. \$100 in cash will be accepted in lieu of Quota.
  - a. Check "theLINK" and the Handbook for Quota due dates.
  - b. All items of clothing should be on hangers.
  - c. **CREDIT WILL NOT BE GIVEN FOR LADIES' OR MEN'S UNDERWEAR.** Shoes must be in TOP condition and style.
  - d. Quotas should be taken between 10:30AM-4:00PM, Monday through Saturday to the Loading Bay at the rear entrance of the store by the members and recorded on the computer sign-in book.
  - e. Fill out Quota sheet and pin to hanging articles. Print name on stickers and place on each box. Number all boxes. **NO BAGS, PLEASE!**

**ONLY QUALITY MERCHANDISE IS ACCEPTABLE. NO CREDIT WILL BE ISSUED FOR NONSALEABLE MERCHANDISE. (i.e., torn, soiled, stained, or out-of-date).**
3. Members on Leaves of Absence are exempt from their Bargain Box Quota obligation. Quotas will be due during the month of return to Active membership.
4. **NO CONSIGNMENT MERCHANDISE IS ACCEPTED.**
5. Quota sheets serve as tax documents for donors. Each member is responsible for the accurate compilation of merchandise value on tax returns. Please complete the list prior to delivery to the Bargain Box.
6. **NON-QUOTA DONATIONS:** Any member wishing to make a donation to the Bargain Box in excess of her Quota may do so by submitting the merchandise in a separate category. **NON-QUOTA DONATIONS DO NOT HAVE TO BE ON HANGERS.** With respect to an income tax deduction for non-Quota donations, the burden of proof is upon the donor. No Quota credit will be given for this category.