

APPENDIX G

MANAGING A BCOA SPECIALTY STORE (OPTIONAL)

SPECIALTY STORE COMMITTEE (Optional)

Responsibility: The Store Committee organizes the BCOA Store which shall be held during the national specialty.

Duties:

- 1 Coordinates information about the store with the Specialty Webmaster and provides the Store Contracts, Inventory Sheets and Price Tag forms that can be displayed on the website.
- 2 Assigns seller numbers to individuals wanting to put merchandise in the store and directs sellers to the specialty website for the contract, inventory sheet, and price tags. Mails forms to those sellers who do not have Internet access.
- 3 Posts the hours of the store in conspicuous places around the show site.
- 4 Prepares a schedule of work hours for each seller.
 - a) Sellers who work a minimum of three (3) hours during store hours will pay a 15 percent commission to the BCOA XXXX on the sales of their goods.
 - b) Sellers who do not work in the store pay a 30 percent commission on the sales of their goods.
 - c) Sellers who do not attend the national specialty, but send goods to be sold in the store will pay a 20 percent commission rate.
- 5 Arranges for space to display merchandise supplied by individual sellers.
- 6 Provides tables for sellers to display their merchandise and designates how much space each seller may use. The Specialty Store Committee has the authority to make the final decision on placement of merchandise should any conflicts arise.
- 7 Obtains a cash box from the Specialty Treasurer at the start of each day.
- 8 Oversees the daily management of the store.
- 9 Posts signs within the stores to notify buyers that all checks must be payable to BCOA XXXX (year of national specialty.)
- 10 Collects payments for merchandise in US funds only.
- 11 Reconciles the cash box at the conclusion of each shift change and at the end of the day.
- 12 Gives the cash box to the Specialty Treasurer at the end of each day.
- 13 At the conclusion of the store, reconciles all the sellers' inventory sheets against their remaining items.
- 14 Supervises the packing of all merchandise owned by the sellers. Any goods not claimed are subject to fees required to return merchandise to sellers.
- 15 Cleans the room or allotted space.
- 16 Gives a complete accounting of all sellers' merchandise to the Specialty Treasurer.
- 17 Submits receipts or invoices for any expenditures incurred on behalf of the Store to the Specialty Treasurer for payment.

Basenji Club of America, Inc.
National Specialty Procedures

REVISION HISTORY:

DATE	REV. LETTER	BALLOT #	NAME
09-07-2013	NEW	2013-41	By-Laws & Docs Committee