



*Two Holiday Shop Themes*  
*One Company!*



# CHAIRPERSON MANUAL



We're so excited to partner with your school  
and help you create a  
**fun, successful, and memorable** Holiday Shop!

Our goal is about more than simply giving children a place to shop.  
It's about helping them experience the **Joy of Giving**—the excitement  
of choosing something special for the people they love and the pride  
that comes from giving a gift they selected themselves.

### YOU'RE THE LEADER OF THE SHOP!

Your organization and enthusiasm help set the tone for a successful event.  
Before your shop begins, please:

- ✓ Review this **Chairperson Manual**
- ✓ Watch all **training videos**
- ✓ Share important **information** with your volunteers
- ✓ Reach out to us anytime you need help—  
we're here to **support** you!

*Most importantly, have fun and enjoy the experience!*

### WE'RE HERE TO HELP

-  **Call or Text:** 405-832-3711
-  **Email:** [support@nataliesholidayshop.com](mailto:support@nataliesholidayshop.com)
-  **Website:** [nataliesholidayshop.com](http://nataliesholidayshop.com)
-  **Online Register:** [app.nataliesholidayshop.com](http://app.nataliesholidayshop.com)  
(Login will be emailed in October)

Let's make your Holiday Shop amazing—  
and give every child the opportunity to  
discover the

*Joy of Giving!*

# CHECKLIST

Let's make your Holiday Shop **AMAZING!** 

| CHECKLIST                |                                                                                                                                                                                                                                                                           | DATE DONE |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> |  Reserve Space at School for the Shop                                                                                                                                                    |           |
| <input type="checkbox"/> |  Schedule Volunteers (Use <a href="#">SignUp Genius</a> )                                                                                                                                |           |
| <input type="checkbox"/> |  Post the “Coming Soon” image on social media and ask your principal to share it with parents through your school’s communication platform (ClassDojo, ParentSquare, email, text, etc.). |           |
| <input type="checkbox"/> |  Place Posters around the school                                                                                                                                                         |           |
| <input type="checkbox"/> |  Display the Banners                                                                                                                                                                     |           |
| <input type="checkbox"/> |  Send Home “ <a href="#">Has Arrived</a> ” Parent Letters & Gift Guide Envelopes                                                                                                       |           |
| <input type="checkbox"/> |  Login to Online Cash Register and create 4 sales and make 4 returns of the same amount.                                                                                               |           |
| <input type="checkbox"/> |  Watch all Training Videos - they are located on your <a href="#">Register Dashboard</a> and our website. (They will also be emailed/texted out.)                                      |           |
| <input type="checkbox"/> |  Post Classroom Schedule in Teachers’ Lounge                                                                                                                                           |           |
| <input type="checkbox"/> |  Put Classroom Schedule in Teachers’ Mailboxes                                                                                                                                         |           |
| <input type="checkbox"/> |  Advertise the classroom shopping dates on Facebook                                                                                                                                    |           |
| <input type="checkbox"/> |  Obtain \$200 in Petty Change                                                                                                                                                          |           |

# ADVERTISE YOUR SHOP

## • 3 WEEKS BEFORE THE SHOP •

- ✓ Post the **"Coming Soon"** image on social media and ask your principal to share it with parents through your school's communication platform (ClassDojo, ParentSquare, email, text, etc.).
- ✓ Start a **Sign Up Genius Form** and ask volunteers to help during the shop. <https://www.signupgenius.com/>
- ✓ Start to Post on Social Media: Login to your **Register System** and they will be located on your Dashboard.

## 1 WEEK BEFORE THE SHOP

- 1 One week before your store, hang the **"Coming Soon"** banner in front of your school.
- 2 Hang **Office/Hallway Posters**.

## 1-2 DAYS BEFORE THE SHOP

- 1 Send home **"Has Arrived"** flyers (eWallet Form is printed on back) and the gift guide envelopes. If your school opted out of eWallet your letter will be blank on the back.
- 2 Hang the **"Is At Our School"** banner in front of your school & the door banner on the door where your shop will be held.
- 3 Have regular announcements over the PA system about the shop/post on social media.

## Natalie's Elf Shelf HOLIDAY SHOP



NEW FOR 2026!  
The **"Watch For"** Parent Letter is **DIGITAL ONLY** this year.

Your **"Has Arrived"** Parent Letters and Gift Guide Envelopes are still provided in your Promo Kit.

## Natalie's GiftLand HOLIDAY SHOP



# PLANNING & PREPARING

A LITTLE PLANNING MAKES FOR A MAGICAL SHOP!



Decide on **times for the store to be open**, usually 20–25 minutes per classroom.



**Volunteers must watch all training videos.** They are located on your register dashboard and will be texted/emailed out before setup of the shop.



**Login to the online register** and get familiar with it before the store starts.



**Place a sign-up sheet in teachers lounge** allowing them to choose the best times for their classes to shop.



A great resource to help with scheduling volunteers is [www.signupgenius.com](http://www.signupgenius.com). Have times for setup/working store/closing, etc.



**4–6 Parent Volunteers** are needed to help things run smoothly.



Make certain that the online register is set to the **correct prices** that your school chose.



Set up **6–8 tables** (6 for gift items, 1 check out, 1 for gift bags)



**Remember these prices are for your own kids**, so keep prices as low as possible. If you need to change your prices before the store starts. Call office at 405-347-9076.



**Every shop is set up differently.**

Here are some examples



## EXAMPLE SETUPS





# Classroom Scheduler

LET'S PLAN A MAGICAL SHOPPING EXPERIENCE!



|  DATE |  TIME |  GRADE | CLASS  |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
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FILL IN THE DATES AND TIMES FOR SHOPPING.  
POST IN STAFF ROOM AND ALLOW TEACHERS TO SELECT THEIR PREFERRED SHOPPING TIMES.



# = BONUSES =

*When Do We Receive Our Early Sign-Up Bonuses?*

## IMPORTANT — Early Sign-Up Bonus Requirements

You will only receive the Early Sign-Up Bonuses your school selected when signing up early by **September 15, 2026**.  
*Bonuses are not automatically included with every Holiday Shop.*

### BONUSES THAT COME WITH YOUR HOLIDAY SHOP

These bonuses will be included with your store shipment or automatically loaded into your **Online Cash Register**:

1. **Gift Bucks** — Pre-loaded into your Online Cash Register
2. **Volunteer Credit** — Pre-loaded into your Online Cash Register
3. **20 Shopping Baskets**
4. **Balloon Archway Kit** — Coordinated with your Holiday Shop theme
5. **50% Off for Volunteers & Staff** on the Last Day of the Sale
6. **Cash Drawer**
7. **150 Gift Bags** — Coordinated with your Holiday Shop theme

### BONUSES THAT SHIP AFTER WE RECEIVE PAYMENT

The following bonuses will be sent after your Holiday Shop is complete and payment has been received:

1. 10" Android Tablet
2. 100 Custom Teacher Clipboards
3. \$100 Amazon Gift Card — Emailed as an eGift Card
4. LED Message Writing Board with Stand
5. 3 Metal Arch Backdrop Stands + 3 White Covers

#### PER YOUR 2026 CONTRACT:

Your organization or school must have a **minimum \$3,000 billable invoice** to qualify for and receive any 2026 Early Sign-Up Bonuses.

#### PAYMENT MUST BE RECEIVED BY **JANUARY 20, 2027.**

If payment is not received by this date, all bonuses, rewards, and discounts will be forfeited.



# HOLIDAY SHOP SETUP STEPS

Follow these steps to set up a fun and successful Holiday Shop!



1

## WATCH THE SETUP VIDEO

Before you begin setting up your Holiday Shop, please watch the Setup Training Video located on your Register Dashboard.

This video was also sent to you via text and email and will walk you through the proper setup process.



2

## LOCATE YOUR PROMO KIT

PROMO KIT DELIVERED  
IN OCTOBER

Find your Promo Kit box. This box contains the supplies you will need to set up your shop, including:

- Tablecloths
- Price Sheets
- Candy Cane Tape
- Banners
- Volunteer Aprons
- Other promotional/setup materials



3

## START WITH MERCHANDISE BOX A

Your merchandise boxes will be labeled A, B, C, D, E, F, G, etc. When setting up your shop, start with Box A, which generally contains your highest-priced merchandise, and work your way through the remaining boxes.

### EXAMPLE ONLY:

- A Box A: PC 12-13
- B Box B: PC 11-12
- C Box C: PC 10-11
- D Box D: PC 8-9
- E Box E: PC 6-7
- F Box F: PC 6-7
- G Box G: PC 5-6

... Continue through the remaining boxes.

★ **IMPORTANT:** These Price Codes are only examples. The actual Price Codes inside each box may vary. **Always organize merchandise according to the Price Code shown on the item.**

4

## LOCATE SUPPLY KIT A & SUPPLY KIT B

Locate your Supply Kit A and Supply Kit B boxes. These boxes contain the gift bags you will need during your Holiday Shop.



5

## LOG IN & DISPLAY MERCHANDISE BY PRICE

Log in to the Online Cash Register and view your school's pricing from the Register Dashboard.

Every school's pricing may be different, so always use the pricing shown on your dashboard.

Set up and display merchandise according to its Price Code, using the provided Price Sheets.

Use the Candy Cane Tape provided to clearly separate each price section so students and volunteers can easily identify where each price category begins and ends.



**THANK YOU** for helping create a magical shopping experience for our students!



# SETUP TIPS

Follow these steps to set up a fun and successful Holiday Shop!



**Place your lowest Price Code tables closest to the checkout area.**

This makes these items easier to monitor and helps reduce "five-finger discounts."



**Use small baskets to display smaller items.**

They help keep merchandise organized and easy for students to see.

**Tip:** Check Dollar Tree for inexpensive baskets.



**Place the Online Cash Register/Checkout Area near the exit**

to create an easy, organized flow for students as they finish shopping.



**Arrange tables in a U-shape or L-shape**

to make shopping and monitoring easier. Spread merchandise out across the tables to create a full, inviting display. Keep all back stock underneath the tables.



**Set up the Gift Wrap Table after checkout.**

Once purchases are complete, volunteers can help younger students wrap and prepare their gifts.



**Ask volunteers to arrive 15 minutes before their scheduled shift**

so they have time to get settled and receive instructions before students begin shopping.

## SUPPLIES NEEDED

- ★ Pens & Markers
- ★ Stapler
- ★ Tape
- ★ Cash Box
- ★ A device for the Online Cash Register: phone, tablet, laptop, or desktop. The register works on all devices.
- ★ \$200 in petty cash/change recommended: \$20 in quarters, \$45 in \$1 bills, and the remaining amount in \$5 and \$10 bills.



## THANK YOU

for helping create a **MAGICAL** shopping experience for our students!



# ONLINE REGISTER SYSTEM

You will need to provide your own device(s) to access and use the Online Cash Register.

1

ALL VOLUNTEERS WATCH  
TRAINING VIDEO OVER REGISTER

2

Login at [app.nataliesholidayshop.com](http://app.nataliesholidayshop.com)  
Login Information was emailed to you.

3

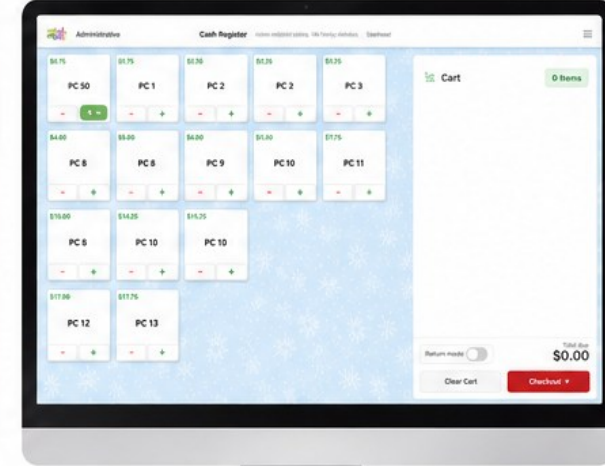
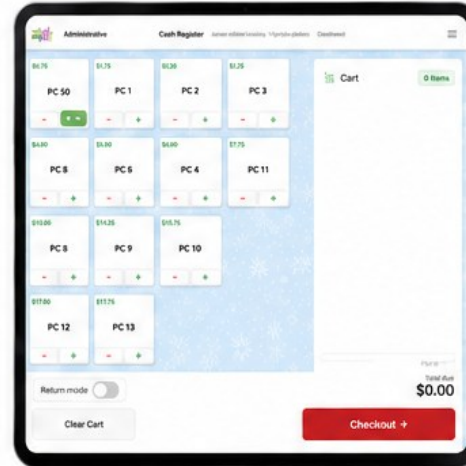
Double check your pricing is correct  
with the markup you chose.

4

Add Multiple Cashiers (If needed)

5

Practice before the shop starts, Please make  
4 transactions and 4 returns of the same amount.



**SUPER  
EASY!**

Online Cash  
Register

Works on any  
Device!

## ★ Online Register Features ★



Add Multiple Cashiers



eWallet—see eWallet FAQs in  
the manual for more information.



Works on ANY Device  
(Laptop/Desktop/Tablet/Phone)



Track Total Sales/Reports



Fast Checkout/Returns



Split Payment



Can take Credit Cards at register.



Logged in up to 12 Hours  
(No having to re-type login information  
throughout the day)



Place Re-stocks through Online  
register— Located on Dashboard

PHONE

TABLET

DESKTOP/LAPTOP



## DASHBOARD



Submit Closing Store Forms  
(all located on dashboard)



Finalizing Invoice



Print UPS Return Labels  
and Schedule UPS  
for pickup



Damaged Merchandise



# PRICING

1

**Login to the online cash register and the prices will appear on your home screen.**  
Every school pricing is different. So make sure you login to the register system to locate yours.

2

**Locate your price sheets in the promotional kit box that was sent in October.**

3

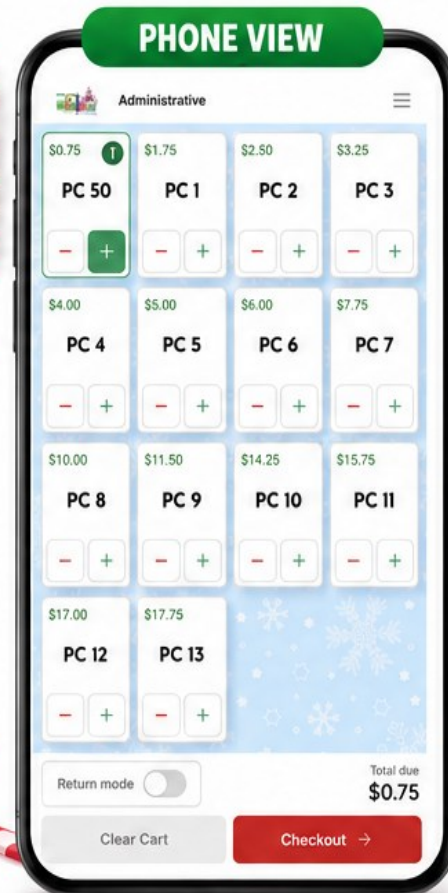
**Place the price sheets on front of the tables to the corresponding gifts/price codes.**  
Use the tape provided to separate price sections.

4

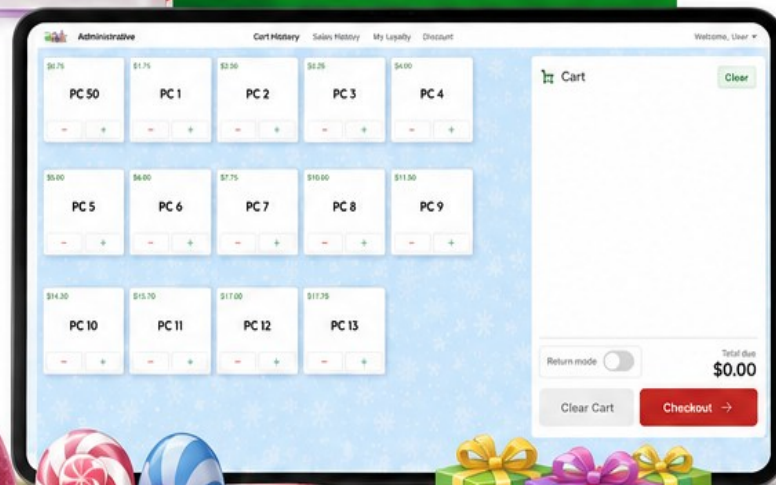
**Fill out Price Posters and hang them throughout the shop.**

Price posters are located in your Promotional Kit (delivered in October)

**Pricing located on your home screen!**



**DESKTOP/LAPTOP/TABLET VIEW**



# = eWallet FAQ's =

## 1 What is eWallet?

No more cash lost in backpacks! At **Natalie's Holiday Shop**, kids shop without cash thanks to eWallet, a digital payment account for purchases at the holiday store. Family and friends contribute funds online. Then kids choose their own gift items. It's convenient, simple, and secure.

## 2 How do parents/guardians upload funds to their child eWallet Account?

It is super EASY and FAST! They will go to [app.nataliesholidayshop.com](http://app.nataliesholidayshop.com) and create an account to upload funds! If they have multiple children at the same school. They can still use the same account for each child. All they have to do is click "**add child**" on the parent portal dashboard.

## 3 How do we let parents/guardians know about eWallet?

The eWallet form will be sent home with every child. It is printed on the back of the "**Has Arrived**" parent letter. The form has directions and information on how to upload funds for their child to shop.

## 4 Do parents/guardians need to fill anything out?

Yes, we ask parents to fill out the gift guide envelope and send back with their child the day they are suppose to shop. Gift Envelopes ask for their name, teacher name, form of payment, ID code and amount. If a parent does not send their child with the gift guide envelope. **NO worries!** Volunteers can look up students in the online cash register.

## 5 Do parents/guardians get a receipt?

Yes! They will get a receipt emailed to them immediately after they upload funds!

## 6 Does the Chairperson have Access to the Reports?

Yes, the chairperson can look up all transactions on our online cash register.

## 7 Does the Online Register show redeemed eWallets and remaining balances?

Yes, our eWallet system shows redeemed eWallets and remaining balances for every student.

## 8 What happens if a child loses their gift envelope with their eWallet information on it?

No worries! On the cash register dashboard you can look the child up by their first/last name.

= SEE NEXT PAGE FOR MORE INFORMATION ON eWALLETS =

# = eWallet FAQs Continued... =

## 9 Do you give refunds on eWallet?

**No!** We do not give refunds with our eWallet Program. We ask that every child spend **ALL** of their money in the shop that their parent/guardian uploaded for them. (This is communicated on the eWallet website before parents upload money and stated on every parent letter.)

Any remaining balances on eWallet accounts will be donated back to your school. However, we do train our volunteers that we **DO NOT** want to see more than **\$0.25-\$0.75** left on any student eWallet accounts at the end of the store.

**WE DO HEAR FROM YOUR PARENTS. THEY UPLOADED THIS MONEY FOR THEIR CHILD TO SHOP AND IT NEEDS TO BE SPENT. PARENTS ALSO HAVE THEIR OWN PARENT PORTAL AND CAN SEE FUNDS AT ALL TIMES.**

The online cash register will show on the back end which kids have not redeemed all of their eWallets. We ask that the volunteers make sure all of the students at their school have spent all of the funds that their parents/guardians uploaded for them before the store closes.

**\*Please Remember:** We are a seasonal business and only come to the school 1 time a year. The only way **Natalie's Holiday Shop** will issue a refund is if a child was sick and did not get to shop.

## 10 What happens if a child is sick all week and does not get to shop?

This is the one exception to our refund policy. Because Natalie's Holiday Shop is seasonal and visits the school only once each year, we will issue a refund when a student was sick and did not get to shop at all.

Please have the parent email [support@nataliesholidayshop.com](mailto:support@nataliesholidayshop.com) and include:

- School Name
- Student Name
- Cardholder Name

The funds will be refunded back to the original card.

## 11 Is eWallet free to the school?

Yes! The eWallet program is free to the school. A small processing fee is paid by the parent/guardian when funds are uploaded:

- **\$0-\$25:** \$1.50 flat processing fee
- **Over \$25:** 6% processing fee

## 12 How do schools get their % back from eWallet sales?

We will credit your invoice for eWallet sales.

## 13 What will parents see on bank statement?

The charge will appear on the bank statement as:  
**Natalie's Holiday Shop**

## 14 Where should parents go if they have questions about eWallet?

Please direct parents to **Natalie's Holiday Shop** Customer Support for questions regarding their child's eWallet.

✉ **Email:** [support@nataliesholidayshop.com](mailto:support@nataliesholidayshop.com)

☎ **Phone:** 405-832-3711



# RE-ORDERS

**NEW FOR 2026: WE SWITCHED TO UPS!**



**RE-ORDER DEADLINE:  
1:00 PM CST**

All re-orders must be submitted  
online by 1:00 PM CST.

## HOW TO SUBMIT A RE-ORDER



Online  
Cash Register



Dashboard



Re-Order  
Form



**DO NOT  
CALL OR TEXT  
IN RE-ORDERS.**

All re-orders must be submitted  
through the online Re-Order Form.



## HOW MUCH INVENTORY SHOULD BE LEFT?

At the end of your Holiday Shop, your goal  
should be to have approximately

**20% OF YOUR TOTAL  
INVENTORY**  
remaining to return.



Having some merchandise left is  
normal and expected! You do not  
need to re-order simply to keep every  
item or price category completely full.



## BEFORE YOU RE-ORDER



### ONLY RE-ORDER WHAT YOU TRULY NEED.

It is **NOT** necessary to keep every item in stock.  
Your shop has over 120 different gift items,  
with plenty of choices in each price group.



### BEST DAYS TO RE-ORDER: TUESDAY & WEDNESDAY.

Most shops will still be well stocked on Monday.  
Re-ordering on Thursday can be risky because  
if there is a UPS delay, your shipment may not  
arrive before Friday.



### DO NOT RE-ORDER JUST A FEW ITEMS.

If one particular item sells out, encourage  
students to choose a similar item instead.



### REMEMBER: DIFFERENT AGES SHOP DIFFERENTLY!

Kindergarten–1st grade students may choose  
completely different items than 4th–5th grade  
students. An item being low does not  
necessarily mean you need more.



### SAVE YOUR INVENTORY SHEETS!

These are located on top of the merchandise  
boxes and include the item codes and  
descriptions you will need when completing  
the online Re-Order Form.



### DIRECT STUDENTS TO SIMILAR ITEMS.

We also suggest, when a particular item is  
out of stock to direct the children to a  
similar item.



## UPS NEXT DAY DELIVERY



Re-orders are shipped by  
**UPS Next Day Delivery** and  
should arrive the next  
business day.



We pay for Next Day delivery  
by Noon, but please understand  
that UPS does not always  
deliver by 12:00 PM.



Your package will arrive  
whenever UPS makes its  
delivery to your school *that day*.



UPS tracking information  
will be emailed to the email  
address listed on your  
sign-up form for each shipment.



### Please remember:

We do not control UPS  
delivery times, and this is an  
extremely busy shipping season.



## IMPORTANT!

**DO NOT CALL OR TEXT  
IN RE-ORDERS.**

Please use the online  
Re-Order Form for normal re-orders.

**HOWEVER** – if your Holiday Shop is  
close to completely **SELLING OUT**,  
**CALL US ASAP!** We want to make sure you  
have enough merchandise to finish  
your shop successfully.





## SUPPORTING STUDENTS



Schools may use **Share the Joy Fund** donations to provide shopping funds for students who need financial assistance, helping ensure every child can enjoy the holiday shopping experience.



## WHAT HAPPENS TO UNUSED FUNDS?

Any funds remaining in the **Share the Joy Fund** after the event will be donated back to the school. These funds will never be retained by Natalie's Holiday Shop and will continue to benefit the school's students and program.



# WHAT IS THE SHARE THE JOY FUND?

The **Share the Joy Fund** allows families to make an optional donation when adding eWallet funds for their child. These donations are combined into a dedicated fund that helps provide shopping opportunities for students who may not otherwise be able to participate.



## HOW IT WORKS

- 1 Parents add funds to their child's eWallet.
- 2 During checkout, parents can choose to contribute any amount to the **Share the Joy Fund**.  
*(Of course they do not have to—this is only an option.)*
- 3 All donations are collected in a separate fund designated specifically for the school.
- 4 School administrators can view the current **Share the Joy Fund** balance at any time from their **Register Dashboard**.
- 5 Schools can promote the **Share the Joy Fund** through social media, newsletters, and other communications to encourage community participation.

## KEY FEATURES

- ♥ Parents can choose to donate any amount to the **Share the Joy Fund** when adding money to their child's eWallet.
- ♥ Funds are used to provide shopping opportunities for students who may not otherwise be able to participate in the holiday shop.
- ♥ Schools can view the current **Share the Joy Fund** balance at any time directly from their **Register Dashboard**.
- ♥ Encourages families, PTOs, staff, and community members to come together to ensure every child experiences the joy of holiday shopping.
- ♥ Schools can share the **Share the Joy Fund** through social media, newsletters, websites, and email campaigns to increase awareness and participation.
- ♥ Any unused **Share the Joy Fund** balance at the end of the holiday shop is donated back to the school.
- ♥ Helps ensure that every child has the opportunity to shop for family and friends regardless of financial circumstances.



★ ★ TOGETHER, we can **SHARE THE JOY** and help make the holiday season SPECIAL FOR EVERY CHILD. ★ ★





# GIFT BUCKS & VOLUNTEER CREDIT



- **Gift Bucks & Volunteer Credit are fully digital!** Only schools that selected **Gift Bucks** or **Volunteer Credit** as a bonus will receive them. These credits **do not** automatically come with every Holiday Shop.
- **Your Online Cash Register will automatically track all Gift Bucks and Volunteer Credit** used and display your **remaining balance** at all times.
- **Log in to your Online Cash Register Dashboard** to view your school's total **Gift Bucks/Volunteer Credit** and remaining balance.
- **If you still want a hard copy to pass out to the students or volunteers.** Please login to your register dashboard and click on **media kit** to download a hard copy of gift bucks/volunteer credit.

## DAMAGED MERCHANDISE



- **Please take 1 box and label it "Damaged Merchandise".** Throw all damaged merchandise in this box during your shop.
- **When the store is OVER.** Please record all damaged items on our **damaged report form** located on your online register dashboard.
- After, you have submitted your damaged report form. **Please trash all broken/damaged items.**



**We take pride in the quality of our gift items.** There should be very little damaged items!

# CLOSING DOWN YOUR HOLIDAY SHOP

Don't want to read? Watch all of the training videos over closing the shop on your Online Register Dashboard.

1 ☐



## PACK ALL LEFTOVER MERCHANDISE

Pack all unsold merchandise into as few boxes as possible.

- Merchandise does **NOT** need to be returned in any particular order.  
**PC 13 can be packed with PC 2!**
- Pack every box completely full. Combine merchandise whenever possible.

★ **THE FEWER BOXES, THE BETTER!** This helps keep return shipping costs down.

2 ☐



## RETURN GIFT BAGS

The **ONLY** supplies we need returned are unused Gift Bags. Place all remaining Gift Bags inside your merchandise return boxes.  
**All other supplies may stay with your school.**

3 ☐



## KEEP YOUR BONUSES!

**DO NOT** return your Early Sign-Up Bonuses. They belong to your school and are yours to keep!

4 ☐



## COMPLETE ALL CLOSING SHOP FORMS

Log in to your Online Register Dashboard and complete ALL required Closing Shop Forms.

**SEE THE REGISTER SYSTEM STEPS TO THE RIGHT →**

!

### IMPORTANT REMINDERS:

- Pack boxes **COMPLETELY FULL**.
- Use **ONLY** the number of labels you need.
- DO NOT** return damaged merchandise.
- Return **ONLY** unused Gift Bags.
- Keep your bonuses – they are yours to keep!

## STEPS IN THE REGISTER SYSTEM

☐



### 1. PRINT UPS RETURN LABELS

Pack your boxes first, then print only the number of UPS labels you actually need.

☐



### 2. SCHEDULE UPS FOR PICKUP

Schedule UPS to pick up your return merchandise within 1–3 business days after your Holiday Shop closes.

☐



### 3. FINALIZE INVOICE PAYMENT ON REGISTER SYSTEM

**NEW FOR 2026!**

Your invoice is now **AUTOMATICALLY** generated through the Online Register System. Follow the steps on your dashboard to review and finalize your invoice and payment.

☐



### 4. FILL OUT DAMAGED MERCHANDISE FORM

Record all damaged merchandise using the Damaged Merchandise Form located on your dashboard. **After the form has been submitted, throw all damaged merchandise away. DO NOT return damaged items to us.**

## BEFORE YOU'RE DONE – QUICK CHECK!

- |                                                                                     |                                                                                  |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Packed all leftover merchandise (as few boxes as possible) | <input type="checkbox"/> Printed UPS return labels                               |
| <input type="checkbox"/> Included all unused Gift Bags in return boxes              | <input type="checkbox"/> Scheduled UPS pickup (1–3 business days after close)    |
| <input type="checkbox"/> Kept my bonuses                                            | <input type="checkbox"/> Finalized invoice payment on the register system        |
|                                                                                     | <input type="checkbox"/> Submitted damaged merchandise form and threw items away |

Thank you for a successful Holiday Shop! ♥ Your time and hard work make a difference!

NEW FOR 2026!

# UPS RETURN LABELS + SCHEDULE PICKUP



## 1 STEP 1 PRINT YOUR UPS RETURN LABELS



Print one UPS return label for each box you are sending back.

Your school has been provided with **15 pre-uploaded UPS return shipping labels** on your Online Register Dashboard.



**Pack your boxes FIRST.** The number of boxes you pack determines how many labels you need to print.

- **Pack every return box completely full** before sealing it. Please do not ship boxes containing only a few items. Combine leftover merchandise into another box whenever possible. This helps keep return shipping costs down.
- **Only print the number of labels you actually need.** Returning 4 boxes? Print 4 labels. Returning 8 boxes? Print 8 labels.
- **Securely attach one UPS return label to each box with clear tape—make sure and place NEW LABEL OVER THE OLD ONE.**



### Need more than 15 labels?

Follow the instructions at the bottom of the Return Shipping Labels page to request additional labels.

## 2 STEP 2 SCHEDULE YOUR UPS PICKUP



After your boxes are packed and you know how many you are returning, complete the **UPS Pickup Request Form** to schedule your pickup.



**Choose a pickup date within 1–3 business days** after your Holiday Shop closes.

Monday–Friday are business days; weekends do not count.

*For example, if your shop closes on Friday, your return boxes should be ready no later than the following Wednesday.*



On your scheduled pickup date, place **ALL return boxes in the school's front office** so they are ready when UPS arrives.



## IMPORTANT:

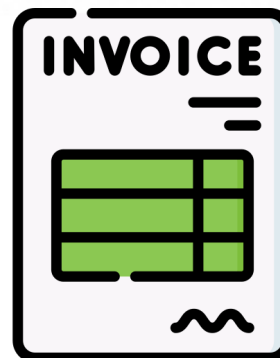
Please have all boxes completely packed, sealed, labeled, and ready **BEFORE** your scheduled UPS pickup.



# NEW FOR 2026

## FINALIZE YOUR INVOICE ONLINE!

When your Holiday Shop is over, go to the **Invoice** section of your dashboard to finalize your invoice.



### 1 STEP-BY-STEP INVOICE PROCESS

-  Enter the total amount of cash/checks deposited into the bank
-  Finalize your eWallet sales
-  Confirm any remaining eWallet balances
-  Confirm any remaining Joy Fund balances
-  Review your final totals
-  Generate your **final invoice**

### 2 FINALIZE YOUR INVOICE



Once you complete the steps, your invoice is generated and **ready to pay!**

You can pay by ACH or check.



In some cases, your invoice may need to be reviewed—no worries! A member of our team will review your invoice before it is finalized. This process typically **does not take long at all!** Once approved, we'll notify you by email that your invoice is ready for payment.

### 3 SALES TAX EXEMPTION FORM



If your school has not yet provided a Sales Tax Exemption Form, please send it to us as soon as possible.

Email:

 [support@nataliesholidayshop.com](mailto:support@nataliesholidayshop.com)

### PAYMENT OPTIONS – Choose the option that works best for you!

#### 1 ACH PAYMENT (BEST OPTION)



- ✓ LOGIN TO REGISTER SYSTEM TO PAY ACH ONLINE.
- ✓ THERE IS A SMALL PROCESSING FEE.
- ✓ IF YOU PAY ACH THIS IS THE SAFEST AND FASTEST WAY TO PAY.

**THIS IS THE WAY WE PREFER!**

#### 2 PAPER CHECK



Please make the check out to **Natalie's Holiday Shop**. We have provided a addressed **GREEN ENVELOPE** to mail back to us. (see promo kit packet to locate green envelope)  
**DO NOT forget to add a stamp!**

#### SEND PAYMENT TO:



Natalie's Holiday Shop  
PO BOX 128  
Harrah, OK 73045

#### 3 DEBIT CARD



- ✓ We can take Debit Cards but there is a **2.99% processing fee.**
- ✓ So, choose from the 2 options above to avoid high processing fees!



### QUICK FACTS

IMPORTANT PAYMENT INFORMATION



#### PAY WITHIN 10 DAYS

We ask that you pay within **10 days** of your Holiday Shop closing date.



#### LATE FEE AFTER 30 DAYS

If payment is not received within **30 days** of your Holiday Shop closing date, you will be subject to a **5% late fee.**



#### JANUARY 20, 2027 DEADLINE

To remain eligible for any bonuses, rewards, promotional offers, or discounts, payment must be received in full by January 20, 2027. If payment is not received by this date, **all bonuses, rewards, and discounts will be forfeited.**



**LAST  
STEP**

# **FILL OUT DAMAGED MERCHANDISE FORM**

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Record **all damaged merchandise** using the damaged merchandise form located on your dashboard. After the form has been submitted throw all damaged merchandise away.

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**THROW ALL DAMAGED  
MERCHANDISE AWAY.**

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**DO NOT** return **ANY** damaged items to us.

