

Welcome to



GEDDES

THE SCHOOL STORE AUTHORITY® • SINCE 1924

School Store: An Operating Manual



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THE DO'S & DON'T OF OPERATING A SCHOOL STORE

The DOs:

- Do treat your school like a real business—take inventory, give receipts, and know your customer.
- Do involve your students! They'll bring excitement and energy to your store and you will give them a chance to get some great experience.
- Do pay attention to the bottom line—adding a small mark-up to the price will make your school store profitable. And because Geddes products are priced to sell, you'll still be able to offer your students great school supplies at affordable prices.
- Do offer the basic supplies your students need, then spice it up with some fun items too!
- Do call Geddes with questions! We're here to help you make your store as successful as possible. You can reach us toll-free at 1 (888) 431-1722.

The DON'Ts:

- Don't get too caught up in the business and forget to have FUN.
- Don't forget to get input from students on decisions you make about your store—they are your target market.
- Don't overlook the obvious—pricing stickers, signage, advertising, etc! Your store will run much more efficiently if everything is clearly labeled with its price.
- Don't make purchasing decisions without consulting your teachers—kids are buying supplies for their classes, so teachers are the best way to know what your store should offer.
- Don't throw your Geddes catalog away! It will be a great resource for helping you run your store and, along with our website's Quick Shopper page, can speed you through your shopping at raymondgeddes.com

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INTRODUCTION

Chances are, if this manual has found its way into your hands, you are thinking of starting a school store or wondering how you can make your existing store more successful. Either way, opening this manual is a great first step!

Raymond Geddes & Co., Inc. has been involved in the education market for more than 80 years. In that time, we have become The School Store Authority®. Not only do we sell the products for your school store, but we're also the school store experts.

We are constantly visiting stores and talking to our customers to get their ideas and tactics. We do all of this so we can be a resource for people in exactly your position. Whether you are a teacher starting a store as a classroom resource, a principal wanting to make sure kids are always prepared for class, or a PTA parent looking for a fund-raising opportunity, this manual is for you!

While we're pretty sure we've covered everything in this book, we're positive that we're always here to answer any questions you may have.

How Can Geddes Help?

- If you don't have a store, we will walk you through getting started
- Once you have a store (or if you already do) we will provide the resources and information you need to have it operating smoothly
- As your store gets going, we'll show you how to use it as a:
 - Teaching resource
 - Fund-raising tool
 - Valuable school program
- Finally, we will provide you with ideas for customizing your school store so it reflects your school's character and appeals to your audience.

WHY A SCHOOL STORE?

So you have taken the first step and opened this manual on school store operation. Hopefully, this means you are already excited and ready to get started on your store. However, just in case you are still on the fence, here are the most compelling reasons for providing a school store at your school.

What better way to learn than hands-on?

A school store IS an educational resource for kids, no ifs, ands or buts. If you have kids working in your store, they are picking up valuable skills like:

- Making change
- Figuring percentages
- Counting and inventory

Not to mention gaining valuable experience in the areas of:

- Teamwork
- Responsibility
- Leadership
- Customer Service



Even if you don't have kids working in your store, the experience of shopping at the store can help them learn similar skills, plus introduce them early to the retail environment. You can teach kids to be savvy shoppers while they learn to count out their coins!



It's all about location!

Where better to sell school supplies than in a school?

Location is KEY! Students who forget their number two pencil on the day of the big test don't have to stress any more. You can offer a valuable service exactly where it is needed most.

WHY A SCHOOL STORE?

Why not raise money selling something everyone needs anyway?

Traditional, door-to-door selling as a fund-raising approach is quickly becoming a thing of the past. First, it's not safe for kids. Second, many of the items chosen to sell are themselves becoming taboo. Combating childhood obesity is a daunting task when we're asking kids to sell cookies and candy to make money for the school.

With a school store, you can simply mark up the items you've purchased to sell by a small percentage (we even have recommendations in our catalog) and you will have a steady stream of revenue all year.



And with Geddes, schools automatically get credit terms. You can buy what you need today and pay for it after you've had a chance to sell some items.

Basic Retail Principles

- **Pricing** (see "Price your merchandise" on page 9)
- **Sales Tax**

It is the responsibility of each school store to know and follow its state law regarding sales tax. Typically, states require a Retail Sales Tax License. Then taxes are collected on all sales and remitted to the state. Students can easily create a sales tax chart to avoid mistakes. The state will supply the necessary forms for remitting taxes. Contact your state comptroller's office for specific requirements.

- **Hours of Operation** (see "Set Your Hours" on page 8)
- **Store Appearance** (see "Store Appearance" on page 14)
- **Customer Service** (see "Customer Service" on page 14)



WHY NOT OPERATE A STORE?

As we've mentioned, we spend a lot of time visiting schools. We've heard a wide array of concerns and fears that prevent people from opening a store. So, just in case you still aren't convinced to start your store, allow us to allay your fears! Very simply, always remember that you CAN have a school store because YOU ARE IN CONTROL!

Myth #1 I don't have the space!

This is perhaps the most common reason people cite as a reason not to start their store. The beauty of a school store is that it can take up as little or as much space as you have! Whether it's a cart that's wheeled out in the morning or a dedicated location, we have seen stores of all shapes and sizes. See page 7 for more information on LOCATION.



Myth #2 I don't have the time!

We hear this all the time too. Another great feature of the school store is that you can run it as frequently or infrequently as you are able. From stores that are open every day/all day to those that open once a quarter, we see successful stores with all kinds of operating hours. We've even seen stores that are only open during back-to-school time, experiencing all of the benefits a school store brings while still turning a profit.

Myth #3 It's such a distraction!

A lot of teachers and administrators are concerned that the items sold in school stores can turn into a classroom distraction. However, with Geddes YOU pick what you sell. We have everything from very basic supplies to extremely novel and fun items. You can easily cater your selections to the age group you are serving and the atmosphere of your school.



WHO CAN OPERATE A SCHOOL STORE?

One reason school stores make so much sense is their versatility. The store can be the project of one person or a whole school! If you want to make your store a great learning or team-building experience, consider approaching one of the following groups to help you run it:



- School fund-raising Department
- Parent groups
- Top students who need a challenge
- Special education classes who need some extra math practice
- Shy students who would benefit from the interaction
- A class working on a math unit that needs some real life experience
- Student government



HOW TO GET GOING

Now that you've made up your mind to start a store and gotten the OK from your principal and/or PTA President. The following steps will walk you through everything you need to do to get your store started!

Pick a Place! Any Place!

Survey your school and find the best location for your store. Keep the following in mind as you pick a place:

Venue

Since your store can be ANYTHING, the first thing you will need to determine is what kind of store you want. Survey your school...keep in mind the following when selecting a location.

- If you want a mobile cart, you will need to purchase a rolling cart and find a home for it when your school store is closed.
- If you will be at the same place every morning, consider a table in the cafeteria. You can store supplies in a plastic tub and simply put them out every morning.
- If your school has a room or space that can be dedicated exclusively to the store, then decide how you want to arrange the area.



Traffic

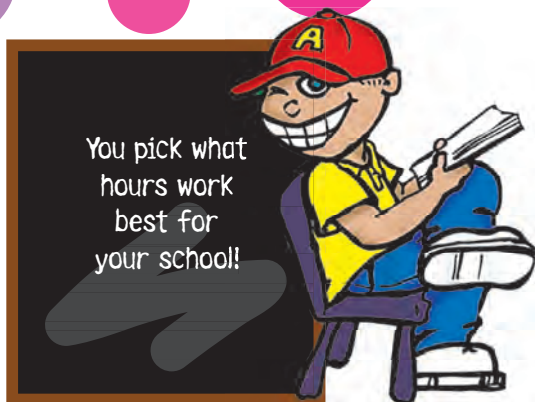
Since stores are often open before school, after school, or during lunch when kids have limited time, pick a place that is convenient and highly trafficked. If your options are limited, you can always use marketing efforts (see page 13) to divert traffic to your area. If you are using a cart, remember that your location does not have to be static.

REAL TIP: Some elementary schools with lower capacity only allow one grade per day to visit the store-i.e. Kindergarten comes on Monday, First Grade on Tuesday, etc. If you go this route and are using a cart, you can move the store to that grade's area each morning.

Storage

If you are using a mobile cart, a sufficient location will be needed for storing the store during off-hours. For school stores occupying a dedicated space, don't forget about the storage of your excess inventory.

HOW TO GET GOING



Set Your Hours

You will most likely have to confer with your principal and look closely at your school's schedule. Most stores are open before school, during lunch hours, or after school. Some school stores are open every day, or as little as once a week. Pick what works best for you and for the school.

Assemble the Troops

Since no man is an island, a lot of School Store Managers opt to have help in running their store. While not necessary (we've heard lots of stories about very successful one-person operations), the support can be a great asset. And, as we've already mentioned, the store can be a great way to get your school behind a worthy project!



Involving students
can prove to
be invaluable!

The first decision to make is whether or not you want to involve students. The school store can be a great learning tool, particularly with older students, and their help can prove to be invaluable. If you want students to work in your store, you need to start scouting for qualified applicants. Ask teachers for recommendations and then have students fill out an application (see more information on student staffing on page 10). Does your school have a student council? This is a great student council fund-raiser!

If you are not going to have students working in your store, you may want to seek a partner or partners to help out. Some stores, particularly those run by PTA's, rely on several volunteers to man the store during open hours while one person assumes responsibility for ordering, inventory, etc.

HOW TO GET GOING

Order Your Merchandise

You need inventory to start a store, and Geddes is the answer! If you don't already have a catalog, go to our web site at www.raymondgeddes.com and request one, or just shop online.

Some things to consider as you are ordering:

While you may want to order conservatively on your first purchase, consider the size of your school as you select each item. Smaller schools will obviously go through less merchandise while larger schools will need more. While you don't want to run out of anything, you also don't want to be overstocked for too long with the same stuff. We are constantly introducing new items, and the fresher your assortment, the more often kids will come to shop.

Real Tip: Put together a committee of students to go through the catalog with you. Input from the people who are going to be buying these items is invaluable!


Restrictions—Has your principal told you absolutely no toys? Be sure to keep such things in mind as you select your first assortment of items. Also consider your grade levels. If you are elementary, check out our fun assortment of exciting pencils. Middle schools may want to go heavier into pens and mechanical pencils.

Price Your Merchandise!

Pricing is an important factor, not only in selecting items for your store but also in creating a store that is profitable for you and affordable for your students. When setting prices, be sure to consider whether or not your students can afford the merchandise at the price you set.

In evaluating pricing, consider the profit percentage, this can be determined with the basic formula:

SELL-COST=GROSS PROFIT



Advertise your store. Tell everyone the why's, what's, and where's.

Advertise!

We're always amazed by the number of people who say, "I don't know," when we ask if their school has a school store. EVERYONE should know! Parents, students, and teachers should ALL be notified. See page 13 for more information on advertising your store.

You Are Open For Business!

Consider adding some fan fair to the launch of your school store with a ribbon-cutting or grand opening celebration!

STAFFING

While we'll primarily be addressing schools that use students for staffing in this section, the hints and ideas that are outlined may be helpful to stores that are entirely staffed by adults.

The Application Process

Students should apply for positions in the school store, just as they would apply for any other position. See Appendix page ii for a sample application, or create your own. Having students fill out the application will help them to take working at the school store seriously-and while it should be fun, it should also help teach responsibility.

Assigning Positions

Use the information on your applications, or your knowledge of the students, to assign job functions. Having their own position and own set of duties will not only boost self-esteem and confidence, it will again teach kids to be more responsible.

Possible Positions include:

General Manager-This student would report directly to the school store supervising teacher or PTA parent and would oversee the management of the store.

Shift Managers- These students would be in charge of the store during their scheduled shifts.

Sales Clerks-These students would be responsible for conducting sales, making change and keeping a record of each transaction.

Order Clerk-This student would be responsible for coordinating inventory and creating lists of items to be ordered.

Receiving Clerk- This student would verify the correctness of incoming orders.

Accountant- This student would keep the daily sales records.

Advertising Reps-These students would identify ways to increase public awareness of the store.

As you can see, there are possible positions for students at all levels, aptitudes and with all kinds of interests.



As with any business, it is important to have set procedures for how the school store is run each time it is open. With or without student workers, following these guidelines and suggestions we've outlined will help insure that your store runs smoothly.

Daily Procedures

1. At the beginning of each day or shift, whoever is working should count the starting money. Whether using a cash box or register, there should be enough money available at the start of each day in order to make change for purchases.

Schools use a variety of methods to keep and monitor cash. While a register is optimal (and simple ones can be purchased at many retail stores), the most common method we have seen is a basic cash box. With this method it is crucial to count the starting and ending money each day and carefully monitor inventory.

2. Sell, sell, sell!
3. After your customers have headed back to homeroom and you are closed, be sure to count the ending money and record your profits. We have included sample forms in the back of this manual for tracking your daily sales information. See page Appendix F.

The daily operations of the store can help to teach students about money handling, time management, and customer service.



OPERATIONS

Ordering and receiving teaches students about inventory control, supply and demand, market research and management.



Ordering/Receiving

Ordering and receiving are very closely tied to inventory. If you have different students assigned to these tasks, make sure they work well together.

The appropriate clerks will be responsible for placing orders and verifying their correctness upon receipt. In placing orders, the student(s) might keep a “want book” or talk to other workers or students to identify which items would sell well.

The order clerk works with the Inventory Control Clerk to keep a list of items that need to be ordered. Once there are enough items to necessitate placing an order (in many cases, companies offer free shipping for orders over a certain amount) the student would generate the order and call, fax, mail, e-mail it in or place it online.

With Geddes, you can order any way you would like and you’ll still receive the same great service and speedy shipping.

A photocopy should be made of every order sent. We suggest the order be reviewed by another employee (and certainly the adult supervisor!).

Upon receipt of the order, the Receiving Clerk will check what is received against the order that was placed to insure that everything ordered was received. Once everything is verified, this clerk would put away the supplies.

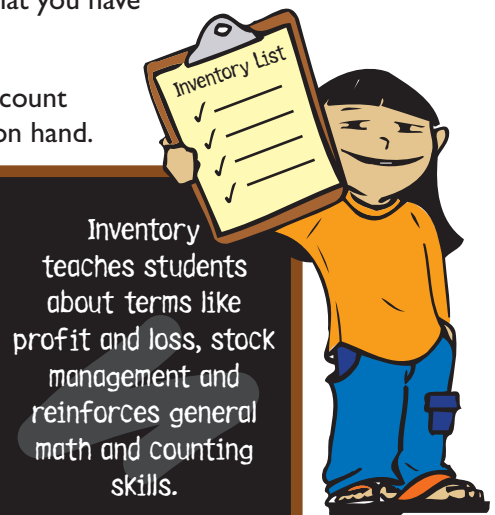
Inventory

Inventory should be done as often as you feel necessary. If you use a cash box system and do not keep receipts for individual sales, you may want to schedule a weekly count of what is on hand to assist in ordering. If you do keep receipts, a monthly review of what you have versus what you’ve sold may be sufficient.

During inventory all of the student employees work together to count the items in the store and determine how much merchandise is on hand. This helps in understanding how much money is represented by the items on hand.

Once the count is complete, the inventory should be priced at actual cost (not what the items are sold for) using either your Geddes invoice or catalog. Multiply the count of each item by the cost of the item to calculate the grand total of the cost of your inventory.

After calculating the grand total of your inventory, you should create a Profit and Loss statement (see Appendix G for an example).



Inventory teaches students about terms like profit and loss, stock management and reinforces general math and counting skills.

OPERATIONS


Product & Market Analysis

From day one, selecting the right products for your store is essential to your success. Whether or not students work in your store, get them involved in this step!

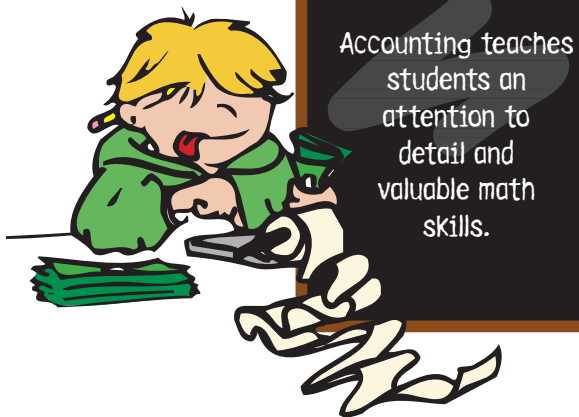
Have them consider:

- Who is the audience?
- What types of products do they like?
- What supplies do students run out of most frequently?
- Does the school restrict any particular types of items?

After gathering this information, students can then accurately write orders for new merchandise. Many stores sell basic items, such as pencils, pens and notebooks, but also offer a selection of fun items selected by students. See Appendix B for suggestions on how to select and introduce new products.



Product & Market Analysis teaches students about supply and demand, research, marketing and ordering.



Accounting

Accounting for the store involves tracking income and expenses. Student employees use the information collected regarding cash received to fill out simple forms (see Appendix C and D) that give insight into the store's finances. For example, the "books" could merely be a loose-leaf binder divided into two sections, one identifying receipts and expenses and the other tracking purchases and invoices. The student accountant would keep all receipts and be responsible for recording deposits.

Marketing

Students responsible for marketing develop campaigns to raise awareness of the store and the product sold. Traditional methods typically include announcements, posters or displays. This project would give students the chance to be creative and think of new ways to promote their store.



STORE MAINTENANCE

Once you have the procedural aspects of running a school store nailed down, there are a few other factors to keep in mind.

Store Appearance

Your store should be kept neat and clean at all times. Whether you have a whole room dedicated for your store or a tiny cart, customers (even kids) prefer shopping when the merchandise is neatly displayed, clearly priced and easily accessible.

Customer Service

Customer service is an important part of any retail situation. Just like any consumer, kids expect to receive some value for their money. Student employees should consider the following checklist for providing great customer service:

- ✓ Be courteous and polite to all customers
- ✓ Report all problems to the supervisor immediately
- ✓ Keep track of all sales
- ✓ Watch for shoplifters
- ✓ Keep the store in order and neat
- ✓ Count change given
- ✓ Keep the cash box out of reach of customers
- ✓ Double-check all math



GUIDELINES

Rules are part of school! Consider using the following as guidelines for your student workers to keep things running smoothly:

- ✓ Work in pairs whenever possible
- ✓ Keep the store and money locked up whenever unsupervised
- ✓ Be polite to ALL customers
- ✓ Keep the store neat
- ✓ Record all sales
- ✓ Report all problems immediately
- ✓ Do not play with store merchandise
- ✓ Never leave the store unattended
- ✓ Do not talk to friends while working
- ✓ Always put money from sales directly into the cash box or register
- ✓ Take your time



...and of course,

**HAVE
FUN!**

PERSONALIZE YOUR STORE

One of the best things about a school store is the flexibility you have to create a program matching the character and needs of the school.

Promoting the store, raising funds, teaching lessons, generating school spirit, motivating students... you'll have more ideas for the store than you can imagine. Keep a Bright Ideas journal like this one to manage all of your great ideas. Get everyone at the store involved (don't forget to ask your customers too). We've even tossed in a few of our own ideas to help get you started.

BRIGHT IDEAS!



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SCHOOL STORE APPLICATION

Student Name: _____ Grade: _____

I am interested in serving as a school store worker for the _____ school year.

I am available to work in the school store:

Before school:	<input type="checkbox"/>
During school:	<input type="checkbox"/>
After school:	<input type="checkbox"/>

Please list your classes/teachers:

Homeroom: _____

1st period: _____	5th period: _____
2nd period: _____	6th period: _____
3rd period: _____	7th period: _____
4th period: _____	8th period: _____

List any school clubs or activities you participate in:

How would you handle someone caught taking something from the school store?

If someone gave you \$5.00 to buy a compass for \$.75, a notebook for \$.60, and some graph paper for \$.75, how much change would you give them?

How would you handle a crabby customer?

I am willing to accept all responsibilities necessary for the successful operation of the school store.

Student Signature: _____ Parent Signature: _____

Return this form to _____ in room _____ by _____

SCHOOL STORE APPLICANT EVALUATION

To: _____

One of your students has applied for employment at the school store. Please complete the following evaluation of _____ and return to my mailbox by _____.

	Superior	Excellent	Good	Fair	Poor
Maturity					
Dependability					
Academic Achievement					
Peer Relationships					
Trustworthiness					
Cooperation					

Optional Comments:

Teacher's Signature: _____ Date: _____

SCHOOL STORE PRODUCT ANALYSIS

The purpose of a product analysis is to give workers the opportunity to introduce a new product into the school store. As a team, complete the following:

I. Determine the Product

- A. Describe the item you wish to introduce.
- B. What are the features and benefits of the product?
- C. Evaluate the product using the following criteria:
 1. Suitable for the school store?
 2. To what group does the product appeal (target market)?
 3. Does it stand up well/wear well?
 4. Unique/not a duplicate?
 5. Is the retail within the range of the target market?
 6. Is it a good value?
 7. Will it provide a satisfactory profit?
 8. Is the item properly packaged?
- D. What type of product is it? (impulse or commodity)
- E. List the reasons why you think the product would be successful.
- F. List any reasons why the product might not be successful.

II. Determine the Supplier

- A. List the possible suppliers from which to choose, including pros and cons for each, such as free shipping, satisfaction guarantee, good service, good pricing, etc.
- B. List the prices for the product from each of these suppliers.
- C. Choose a supplier and list the phone number, address and fax number of this supplier.

III. Implement Introduction of the Product

- A. Inform class members.
- B. Handle training of workers on product.
- C. Complete receiving, checking and marking product upon arrival.

IV. Evaluate the performance of the product using the above criteria to use in making a recommendation for the further sales of the product

RECEIPTS AND EXPENSE FORM

This layout can be used to track the receipts and expenses associated with the school store.
The top several rows provide an example of how to organize and arrange the data:

DATE	RECEIPTS	EXPENSES	BALANCE	INVOICE	DATE	AMOUNT
10/6/04	\$15.00		\$15.00			
10/8/04	\$20.00		\$35.00	#916	10/8/04	\$20.00
10/10/04	Inv 916	\$20.00	\$15.00			

DATE	RECEIPTS	EXPENSES	BALANCE	INVOICE	DATE	AMOUNT

APPENDIX D

PURCHASE ORDER FORM

VENDOR NAME: _____
 VENDOR FEDERAL ID# _____
 ADDRESS: _____
 CITY/STATE: _____
 ZIP CODE: _____
 PHONE #: _____
 FAX #: _____
 E-MAIL: _____

PURCHASE ORDER #: _____
 RECEIVING AGENT: _____
 ORDERING EMPLOYEE: _____
 DEPARTMENT HEAD: _____

BILL TO:

SHIP TO:

Date Issued:	Date Needed:	Delivery Via:	FOB:	Cancel By	Terms:
--------------	--------------	---------------	------	-----------	--------

Quantity Ordered	Vendor's Item Number	Item Description	G/L Account Code	Unit Cost	Total Cost
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
PURCHASE ORDER TOTAL (This P.O. is 1-page)					\$

IMPORTANT

Purchase Order must have at least 2 signatures to be valid. Purchaser is liable only for the actual value of goods and services must meet reasonable expectations of quality before payment will be made.

Purchase order number must appear on all invoices, packaging, etc. Please notify us immediately, if you are unable to fulfill the order by date specified.

PLEASE FAX A COPY OF THE ORIGINAL INVOICE WHEN ORDER IS SHIPPED.

School Manager Signature _____ Date: _____
 Department Head Signature: _____ Date: _____

Authorizing Approvals: _____ Date: _____
 _____ Date: _____

SCHOOL STORE DAILY TALLY & SALES WORKSHEET

Before the store opens,

- ① List team members working today
- ② Enter total cash in cashbox

While working,

- ③ Record a description of each item sold
- ④ Enter a tally mark in the column for that item and double check dollar total, amount given and change amount

When closing,

- ⑤ Total up the tally sheet
- ⑥ Enter ending total in cashbox and turn all money in to your advisor.

Date: _____

① Workers: _____

② Starting Cash: \$ _____

③ Item Description/Stock Number	④ Tally	Total Sold	Selling Price	Total Sales

⑤ Total Sales:
 Starting Cash - Total Sales:
 Total Expenses:

⑥ Ending Cash:

SCHOOL STORE INVENTORY CONTROL

Use this form to track store inventory. The second column represents the minimum number of each item the store should have on hand.

ITEM DESCRIPTION	MINIMUM NUMBER	DATE INVENTORIED	COUNT	DATE INVENTORIED	COUNT

SCHOOL STORE PROFIT AND LOSS STATEMENT

INCOME FROM SALES \$ _____

COST OF GOODS SOLD	
Opening Merchandise Inventory	\$
Plus Purchases	+ \$
Total Merchandise Available	= \$
Less Closing Merchandise Inventory	- \$
Cost of Goods Sold	\$

GROSS PROFIT ON SALES	
Income From Sales	\$
Cost of Goods Sold	- \$
Gross Profit On Sale	\$

SCHOOL STORE LESSON PLANS

These Lesson Plans have been developed to support The National Council of Teachers of Mathematics Standards & Bloom's Taxonomy of Educational Objectives.

Check out the learning objectives of just a few of these great lessons:

I. What's on Sale?

A. Learning Objectives

1. The student will calculate sale prices based on 10%, 25%, 50%, and 75% price reductions.
2. The student will demonstrate proficiency using a calculator to calculate new sale prices.
3. The student will recognize that percentages can also be stated as decimals and fractions.

II. Charting and Graphing

A. Learning Objectives

1. The student will analyze and represent weekly sales figures using tables, bar graphs, and pie charts.
2. The student will draw conclusions using bar graphs and pie charts.

III. Measuring Angles

A. Learning Objectives

1. The student will analyze and measure angles using a protractor.
2. The student will identify angles as right angle, acute angles, and obtuse angles.
3. The student will build and draw right, acute, and obtuse angles.

IV. Estimating School Store Purchases

A. Learning Objectives

1. The student will identify appropriate uses for estimation
2. The student will round purchase prices to estimate total purchases in a school store setting.
3. The student will practice estimating by using rounding and mental computations to arrive at estimates.

V. Playing with Coins

A. Learning Objectives

1. The student will identify various ways to represent the same dollar amount using coins.
2. The student will pay for items using coins of various denominations and in multiple combinations to arrive at the same total amount.
3. The student will propose purchase options given an allotted amount of money (budget) to make those purchases.

Visit www.raymondgeddes.com/lesson-plan-library-I.html
for our complete Lesson Plan Library and resources.

WHAT'S IN STORE WITH EACH LESSON

Lessons are structured across five sections:

Marketing Connections

Exploring and Learning

Extended Learning and Practice

Assessment

Closure Our team of R.G., Sniffer and Hannah take students and teachers into each lesson of math-based learning objectives.

R.G.'s Literary Connection

Geddes lesson plans help introduce mathematics as they relate to a school supply store scenario. Expand on the lesson by visiting R.G.'s bookshelf. In each lesson plan, R.G. refers students and teachers to related reading material and links to where the book can be purchased.



Sniffer's Vocabulary List

Who knew dogs could have such an extensive vocabulary? (Or add and subtract, for that matter!)

Each lesson brings up words and terms that students might not have heard before. Sniffer helps readers expand their vocabulary by introducing new words and connecting the meaning to their application within the mathematics lesson.

Word Origins by Hannie

We use words like percent and estimate all of the time. But where do these words come from? Turns out that math has a lot of history in it too. Hannie takes words introduced in each lesson plan and shines a light on their basic roots so students can see where it all began.



SCHOOL STORE ACADEMY

The Academy, featured on our website at www.raymondgeddes.com, offers help and advice in several areas:

- * If you don't have a store, we will walk you through getting started
- * Once you have a store (or if you already do) we will provide the resources and information you need to have it operating smoothly
- * As your store gets going, we'll show you how to use it as a
 - * Teaching resource
 - * Fund-raising tool
 - * Valuable school program
- * And finally, we will provide lots of ideas for customizing your store to make it as "real-world" or fanciful as you desire

So head on over to www.raymondgeddes.com and let us school you in making your school store awesome!



Lesson Plans

Welcome to the Geddes library of school store lesson plans. Here you will find our collection of math-based lesson plans educators can use to extend student learning beyond the classroom and into the active environment of a school store.

Each lesson plan is aligned to a specific learning activity appropriate for 2nd to 5th grade mathematics. Teachers are guided through lesson materials that use differentiated instructional materials that meet the National Council of Educational Measurement (NCEM), as well as engaging learning activities aligned to Missouri's Technology of Educational Objectives.

Store Lesson Plans
On Sale? Approximately 2 days
 Students will calculate sale prices based on 10%, 20%, and 75% price reductions, and demonstrate proficiency using a calculator when appropriate. Students will recognize that percentages can be used to compare and contrast.

Graphing
 Approximately 2 days
 Students will create a line graph to represent data from a school store. They will identify the title, axes, and data points on the graph.

Math
 Approximately 2 days
 Students will use a number line to add and subtract integers. They will understand that adding a positive integer is the same as moving to the right on a number line, and subtracting a positive integer is the same as moving to the left on a number line.

5 Lessons 6-10
Teaching Strategies
 See exactly how the lesson fits in with established teaching practices. Find out what's going on and click on each strategy to get an expanded description.
 Review all teaching strategies...



WHAT'S IN STORE? WITH OUR LESSON PLANS

Our team of Missouri, K-5, and teacher take students and teachers into each lesson or multi-based learning objectives.

Lessons are structured across six sections:
 1. Lesson Objectives
 2. Making Connections
 3. Engaging and Learning
 4. Extended Learning and Practice
 5. Assessment
 6. Closure

Read on to learn more about what's inside each lesson...
 Bloom's Taxonomy
 See exactly how the lesson fits in with established teaching practices. Find out what's going on and click on each strategy to get an expanded description.
 Review all teaching strategies...

WHAT'S GREAT ABOUT SCHOOL STORES?

Convenience

What better place to sell school supplies than in school? Students who come to class unprepared can purchase needed supplies rather than borrowing them from other students or the teacher. Teachers who require a particular type of item can be sure that it will be available for the class to purchase. You're selling something fun that everyone can use and everyone needs.

Flexibility

A school store can be shaped to meet the needs of you, your school, and your student customers. Operate the store only on the days and at the times necessary. Sell the items your teachers request or survey students to find items they like. Keep it simple or go big. It's entirely up to you.

Student Development

It's never too early to start encouraging involvement within students. Working in the school store can help students develop interest in what is happening in their school. It's also a great way for students to build teamwork and communication skills.

Education

Extend classroom learning into an interactive environment where students can apply concepts like how...to make change, take inventory, calculate tax, write a schedule, market a product, and be responsible!

Efficiency

School stores can quickly be multi-purpose operations. Provide a service that everyone needs while raising money. Or raise funds while teaching students about how businesses work. Or do all of the above.

