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or be
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www.prisms.org



PRISMS FUNDRAISER

YARD SALE

A Yard Sale is an easy and quick fundraiser!

Approximate Planning Time: 1 month in advance

Approximate Volunteers Needed – 10 (3 for set up, 1 for register, 1 for bagging, 2 for offering assistance to guests, 3 for cleanup) You may need to adjust according to the size of your sale.

Step 1:

Determine your location. You could have it at your home or even at a parking lot that would be vacant on a Saturday. That way you would have plenty of space to spread your items out and patrons would have plenty of space to park. If you decide to do this, be sure to get approval from the business that has the lot.

Step 2:

Determine your date. It is best to hold the sale on a Saturday. Plan it about a month in advance so that you have time to collect yard sale items.

Step 3:

Gather as many items as you can to have in the sale. Ask your friends and family to donate their unwanted items and offer to pick it up from their front door. People like variety so the more items you have the better chance at having a successful yard sale.

Step 4:

Set up using collapsible tables with the items on display. Sometimes churches or community centers will let you borrow their tables. Price your items reasonably. It would be great to have a banner at your table to let people know that the proceeds will support PRISMS. Provide some awareness material about SMS.

Also, consider having a bake sale or selling drinks to patrons.

Step 5:

After the event, donate any leftover items to a local charity or schedule for Goodwill or Salvation Army to come and pick up any unsold items.

Step 6:

Thank the friends and family who donated to the cause. You can text, email or send them a card. Be sure to let them know what the sale profit was and how much you appreciated their donation.

Here are some ideas on how to promote your Yard Sale:

E-Mail a flyer	E-mail a flyer to your distribution list. Try to include anyone in the area that may be able to attend your event
Post on Social Media	Post the flyer on your Facebook, Twitter and Instagram and even local Facebook community sites and request that it be posted on the PRISMS Facebook page. Encourage friends to share the information
Share on your Website	Request that PRISMS share information about your fundraiser on the PRISMS website.
Print, Post and Pass Out Flyers	Post flyers on community boards in common and community areas.
Questions	Contact Casey Gorman at cgorman@prisms.org

Here is a sample invitation letter to share on via email or social media:

Hello _____,

In an effort to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome) we are planning a Yard Sale!

Here are the details:

Location: _____

Date: _____

Time: _____

We hope that you are able to attend! If you aren't and would simply like to make a donation, you can do so by going to our website www.prisms.org and clicking on tab "Donate Now" at the bottom of the home page.

PRISMS is a non-profit organization dedicated to providing information and support to families of persons with Smith-Magenis Syndrome (SMS), sponsoring research and fostering partnerships with professionals to increase awareness and understanding of SMS. Our Federal Tax Identification Number is 54-1652029.

Thank you for your time and we hope to see you there!

Here is a sample letter to share with friends and family to request donations:

Dear _____,

We are in the process of planning a Yard Sale to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome). I'm writing you this letter to request donations of any unwanted goods. We would greatly appreciate anything you are willing to share and would be happy to coordinate a date and time to pick up the donations.

Here are the details:

Location: _____

Date: _____

Time: _____

For more information about PRISMS, please see our website at www.prisms.org. In addition, if you would like to donate to PRISMS, you can do so by going to our website www.prisms.org and clicking on the tab "Donate Now" at the bottom of the home page.

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Thank you for your time and we hope to hear back from you.

Sincerely,

Here is a sample of a thank you letter to send to friends, family and volunteers for their help in making the Yard Sale a success:

Dear _____

I wanted to personally thank you for your time and effort to assist us with the PRISMS Yard Sale. We appreciated your help and wanted to let you know that we raised \$_____. Those funds will assist PRISMS in ongoing research of Smith-Magenis Syndrome. Without your help, this wouldn't have been possible!

Thanks again for your time and assistance!

Sincerely,
