

HOW TO SELL PRODUCTS OR SERVICES FOR YOUR GROUP/CLUB ON THE ASB STUDENT STORE

IT IS BEST TO “PRE-SALE” ITEMS SO THAT YOU KNOW HOW MANY TO ORDER, RATHER THAN ORDERING A SET NUMBER OF ITEMS AND TRYING TO SELL THEM ALL OR NOT HAVE ENOUGH TO SELL.

IT IS ALSO A GOOD IDEA TO CONSIDER ORDERING A FEW MORE THAN YOU SELL IN THE EVENT THAT STUDENTS SEE THE ITEM LATER AND WANT TO BUY ONE.

1. YOU MUST HAVE YOUR ITEMS/SERVICE APPROVED BY OUR CURRENT APSA. PLEASE ALSO MAKE SURE TO PROVIDE MS. WILLIAMS IN THE ACTIVITIES OFFICE WITH THE VENDOR INFORMATION (NAME, ADDRESS, EMAIL, CONTACT NUMBER, ETC.) ALONG WITH A COPY OF THE VENDOR’S W-9. YOU MAY TURN THIS IN TO THE ACTIVITIES OFFICE IF YOU ARE ON CAMPUS, OR YOU MAY EMAIL THE INFORMATION TO MS. WILLIAMS AT LIWILLIAMS@FJUHSD.ORG.
2. TO HAVE A “BUTTON” AVAILABLE IN THE ASB STUDENT STORE FOR STUDENTS TO ORDER ITEMS/SERVICES ON-LINE, PLEASE PROVIDE MS. WILLIAMS WITH THE FOLLOWING INFORMATION VIA MY EMAIL LIWILLIAMS@FJUHSD.ORG:
 - ★ YOUR NAME AND CONTACT INFO (STUDENT # AND EMAIL ADDRESS)
 - ★ NAME OF CLUB/GROUP
 - ★ A BRIEF DESCRIPTION OF WHAT YOU ARE SELLING
 - INCLUDING, IF APPLICABLE: SIZE, COLOR
 - ★ PRICE
 - ★ ASB DISCOUNT?
 - ★ START AND END DATES AVAILABLE TO PURCHASE
 - ★ IMAGE FOR ME TO UPLOAD THAT WILL APPEAR ON YOUR PRODUCT’S BUTTON (THIS CAN BE A LOGO OR A PHOTO OF THE ITEM BEING SOLD)
3. UPON RECEIPT OF THE ABOVE INFORMATION, YOUR ITEM/SERVICE WILL BE PLACED ON THE ASB STUDENT STORE WEBSITE. YOU WILL BE NOTIFIED WHEN IT IS AVAILABLE FOR PURCHASE.
4. AFTER ALL ITEMS ARE SOLD, MS. WILLIAMS WILL PROVIDE YOU WITH A PRINT OUT OF THE ITEMS SOLD.
5. PROVIDE THE PRINT OUT TO YOUR VENDOR TO CREATE A QUOTE.
6. GIVE THE QUOTE TO MS. WILLIAMS TO CREATE A PO FOR APPROVAL THROUGH AN ASB MEETING.

7. UPON OBTAINING SIGNATURES ON THE PO, IT WILL BE EMAILED TO THE VENDOR, COPYING YOU, TO EXPEDITE THE ORDER.
8. PLEASE DIRECT ANY QUESTIONS TO MS. WILLIAMS AT LIWILLIAMS@FJUHSD.ORG.