

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Extra Duty Activity (EDA)

<b>Name of EDA:</b>	School Store
<b>School Level:</b>	Elementary/Middle/High

**Description of Activity:** Under the direction of the principal, the school store sponsor plans, oversees, and controls the school store’s operations. This includes coordinating students, managing store operations, collecting and distributing funds, assessing the needs of school, and making purchasing decisions. The sponsor recruits students and supervises their work in the store.

The school store sponsor must be a detail-oriented individual who possesses the knowledge and skills of planning, managing, and running a small business. When maintaining the school store inventory, excellent organizational and math skills are necessary. The sponsor must also have good communication skills as well as effective human relations competencies.

**Link to the Blueprint for Progress:** School store sponsors support the system’s mission to provide a quality education for all students by providing students with the opportunity to participate in operating a retail establishment. Student skills are enhanced in communication, teamwork, math, and business. Students working in the school store must model ethical behavior, exhibit a strong work ethic, and perform at high levels. The role of the school store sponsor supports the *Blueprint’s* Performance Goal 1, Indicator 1.21, Strategies g and I, Performance Goal 4, Strategies a and b, and Performance Goal 8, Strategy i.

<b>Examples of Specific Duties of this EDA Sponsor</b>	<b>Estimated Hours</b>
Preparation and Planning <ul style="list-style-type: none"> <li>• Conducts a school needs survey and analyzes the results to develop the store inventory</li> <li>• Determines budget, performs comparative shopping, and orders products</li> <li>• Recruits and selects school store student “employees”               <ul style="list-style-type: none"> <li>➤ Advertises on announcements for student sign-up</li> <li>➤ Develops a list for teacher and staff input</li> <li>➤ Checks grades and attendance reports of applicants</li> <li>➤ Interviews applicants</li> <li>➤ Makes final selections</li> <li>➤ Creates and assigns positions</li> <li>➤ Trains students for their specific duties</li> </ul> </li> <li>• Ensures profit by pricing store merchandise appropriately               <ul style="list-style-type: none"> <li>➤ Checks merchandise costs to determine profit margin for each product</li> <li>➤ Generates a price list</li> <li>➤ Ensures items are sold in a timely fashion</li> <li>➤ Reduces prices and discontinues sale of items as necessary</li> </ul> </li> </ul>	10 – 20
Meetings <ul style="list-style-type: none"> <li>• Meets with student employees one hour per month or more as necessary</li> </ul>	20 – 40

- Meets with administrator to determine their support and for final inventory report
- Meets with vendors to determine what items need to be ordered and at what price
- May open store during back-to-school night to ensure that parents and students are aware of school store hours, merchandise, and pricing

#### Other EDA Duties

90 – 120

- Performs quarterly inventory by counting and making lists of products in order to validate stock records and restock inventory
- Accounts for and submits funds
  - Counts money prior to store opening and after store closes each day
  - Records tallies
  - Maintains the “change” needed
  - Submits proceeds to administrative secretary or accountant
- Manages students in store operations
  - Oversees and supervises students as they meet and greet perspective customers and sell merchandise
  - Assigns students to specific duties and ensures they sign in and out on a regular basis
  - Trains students to count back change, give receipts, perform inventory, etc.
  - Trains students to suggest additional items for purchase
- Performs final inventory of products
  - Reviews previous inventory sheet
  - Takes a count of each product and records those figures
  - Removes merchandise from the shelves and stores away for security purposes
  - Records buying and selling price of each item and final totals for each
  - Creates and submits a final report for principal’s signature
  - Sends final copy of report to the BCPS Accounting Office
- Stocks store shelves, arranges merchandise attractively, checks packing list of shipped items, and determines needs
- Develops advertising and promotions by creating flyers, making announcements, and conducting promotional sales
- Circulates and updates price lists for staff, faculty, classrooms, and school store window
- Meets with students to assess sales and adjust prices accordingly

**Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 130 – 180**

**Minimum Number of Students Required:** 5-10 depending on the depth of store operations. Hours will depend upon instructional level and size and complexity of store.

#### **Annual Compensation**

School Store is a Level I activity.