



ETHICAL  
TRADE

228 West Lexington Street  
Baltimore, MD 21201-3443  
crs.org / crsespanol.org

*"Everyone can be an artisan of peace."  
-Pope Francis*

Dear Fair Trade Supporters,

Thank you for your interest in hosting a CRS Consignment Sale! As you may have noticed, we changed our name to CRS Ethical Trade but that has not changed our commitment to fair trade. We will continue to offer CRS Consignment Sales in partnership with Serrv and hope that new elements of our program, like additional prayers and resources, will help you bring fair trade to your faith community.

We offer everything you need to host a successful CRS Consignment Sale; from the free educational resources online at [ethicaltrade.crs.org](http://ethicaltrade.crs.org) to the letter from CRS' Executive Vice President of U.S. Operations encouraging your pastor to make CRS Ethical Trade part of your parish life. We are here to make your sale as easy as possible! Be sure to check out the order form to see which items are returnable in the spring and don't hesitate to ask questions. Get help selecting products and placing your order by calling **1.800.685.7572** or emailing [orders@serrv.org](mailto:orders@serrv.org).

Remember, Serrv makes a donation to CRS with every purchase! So, the purchases that YOU make happen, count twice! Hosting a CRS Consignment Sale is an amazing way to stand in solidarity with our most vulnerable brothers and sisters around the world, and we sincerely thank you for your participation.

Faithfully,

Erin Mackey and Simone Blanchard  
Catholic Relief Services Ethical Trade  
[ethicaltrade@crs.org](mailto:ethicaltrade@crs.org)

*P.S. For any questions you have about selecting products, ordering, and more, contact Serrv's Customer Care team by calling 1.800.685.7572 or emailing [orders@serrv.org](mailto:orders@serrv.org).*


**faith. action. results.**

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## *Step-by-Step Guide to hosting a*

# **CRS Consignment Sale**

Thank you for hosting a CRS Consignment Sale! Please contact Serrv if you have questions at **1.800.685.7572** or **orders@serrv.org**.



### **1. Plan**

- > Fill out the Account Information and Sales Agreement Form and submit it to Serrv.
- > Decide where you will host the Sale, like at a parish hall or central gathering space. Consider combining the Sale with another parish event. Gather a list of volunteers from across the various ministries at your parish. From children to adults, all ages can help.

### **2. Place your order**

- > Place your order 4-5 weeks prior to your Sale date. Don't forget free promotional materials.
- > Estimate the number of people you expect to come. For example, if 200 adults come, perhaps 100 will make an average purchase of \$15. This suggests ordering \$1,500 worth of items.
- > Order at least \$300 worth of products at catalog price (and more than 50% handcrafts) to qualify for free shipping and the consignment discount. Payment is not required at the time you place your order if you have a sponsoring organization.
- > Whether crosses, nativities or religious ornaments, there are a variety of gifts for Confirmation, First Communion, Easter, Christmas and more!

### **3. Involve your whole parish**

- > Use the Promotional Kit enclosed with your order and visit [ethicaltrade.crs.org](http://ethicaltrade.crs.org) to download the resources and prayers listed below.
- > Insert the **CRS Bulletin** in your church's weekly bulletin or newsletter.
- > Say the **General Intercessions** during prayers of the faithful at Mass, or request a blessing of volunteers after Mass. You can even request a CRS priest or deacon to speak at your sale by emailing [globalfellows@crs.org](mailto:globalfellows@crs.org).
- > Share faith formation resources for youth, teens and adults with your catechists.
- > Offer service hours for middle school, high school and college students who volunteer to help.

### **4. Sale setup**

- > You should receive your order 1-2 weeks before your Sale.
- > Unpack your boxes, keeping all the packing materials. You can use these to wrap purchases and return any unsold items after your Sale. Please do not write on price tags or individual item boxes.
- > Check off items on your enclosed invoice to ensure the order was complete. Keep the invoice to check off items as they sell.
- > Do you have missing, extra or damaged items? Send Customer Care the Adjustment Form.
- > Bring together volunteers to pray the Blessing For Volunteers at the beginning of your Sale. When setting up your display, include table signs and fliers that explain fair trade.
- > Accept cash or checks made payable to you or your organization. For information on how to accept credit cards at your Sale, please visit [serrv.org/consignment](http://serrv.org/consignment).
- > Include a prayer card or **Fair Trade Gift Message Card (CRS)** with each purchase and share the story of Catholic Relief Services.

### **5. Complete the process**

- > Fill out the Consignment Returns Worksheet in your Returns Packet.
- > Calculate your payment due to Serrv and submit one check in the envelope provided.
- > Send your payment and returns separately within 10 days of your Sale date. Be sure to use the instructions enclosed with your order for free return shipping with a Fedex label from Serrv.
- > Give thanks! Include a message in your church bulletin thanking parishioners for participating.

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