Lakeside Rummage Connector: Frequently Asked Questions As of: Nov. 29, 2020

Reminder: Be sure to check your Junk folder for any emails from Rummage Connector via Airtable!

Who can use Rummage Connector and how to access?

Q: Who can use the Lakeside Rummage Connector? Who can post an item, who can buy an item?

A: The Rummage Connector is a benefit to current Lakeside adults: parents, guardians, alumni families, faculty, and staff. It is not available for students or the general public. Lakeside adults can post an item for sale, post an item that you want, or purchase an item. However in order to access the Connector, you will need to get a password. This increases our level of security.

Q: How do I request access?

A: Click on this <u>link</u> on the <u>Rummage webpage</u>.

If your email is in the Veracross database, then you will be automatically approved for access. If your email is not in the Veracross database, then a Rummage Connector volunteer will follow up with you to verify your connection to the Lakeside community and manually approve. Approval may take 2-3 days.

Q: I requested access to Rummage Connector, but have not received a reply. What happened? A: Be sure to check your Junk email folder! Emails from Rummage Connector via Airtable may be in your Junk folder. If you still have not received an email with access, please contact <u>lakesidepga@lakesideschool.org</u> or rummage@lakesideschool.org.

Q: Can a Lakeside alumni or other adult connected to Lakeside use Rummage Connector? A: Yes, we will manually approve alumni, parents of alumni, current or past Board of Trustees, and past faculty/staff to access the Connector. Approval may take 2-3 days.

Q: Can students participate?

A: Students that are minors (17 years old and younger) will not get access. Because this is a platform to buy or sell items and there is an exchange of goods and money, we are restricting access to adults. If students are interested to participate, we recommend that they work with their parents. If the student is 18 years or older, they are a legal adult and yes, they can participate.

Using Rummage Connector

Q: Do I need to join AirTable, create an AirTable account or "sign in" to use the Rummage Connector?

A: No. Simply use the links that we provide to navigate through the Rummage Connector. You do not need to join AirTable, create an account, or sign into AirTable.

Q: How does the seller get notified when someone is interested in their item?

A: The seller will get an email notification when someone is interested in their item. The seller will then need to follow up to the buyer regarding price and arrange pick-up. **PGA will not be** involved with the price or pick-up logistics; this is handled privately between buyer and seller.

Q: I listed an item for sale, and it sold! Or, I listed an ad and want to de-list it. How do I remove the listing?

A: Email <u>rummage@lakesideschool.org</u> to remove any listing. We are in the process of setting up automatic removal of items based on time (e.g. all ads will expire after 21 days).

How to donate back to Lakeside PGA Rummage program

Q: Will there be a public Rummage Sale in March 2021?

A: No, due to the COVID 19 pandemic, Lakeside School is not able to hold the public sale. For current families, faculty, staff, and alumni, we are offering the online Rummage Bulletin Board to help people buy and sell items. Our hope is that some people will donate proceeds back to Lakeside PGA in lieu of the physical, in-person sale.

Q: I would like to donate all proceeds from my sale back to Lakeside PGA Rummage program. How do I do this?

A: If the buyer pays you with cash, check payable to you, or electronic funds payment to you, then you can write a check payable to Lakeside Rummage and mail to:

Lakeside PGA Rummage program Lakeside School 14050 1st Ave. NE, Seattle, WA, 98125

You can also click <u>here</u> to make a donation via credit card, or contact <u>Lani Carpenter</u> to pay with a credit card over the phone.

The buyer can also write a check payable directly to Lakeside PGA, and either the buyer or seller snail mail to the above address.

Q: Is this donation tax deductible?

A: Yes. There are two ways to claim a tax deduction and we recommend that you consult with your tax advisor. Lakeside PGA is a 501c3. Please email Lani Carpenter (lani.carpenter@lakesideschool.org) if you need a receipt.

- 1. If you donate the proceeds of your sale to Lakeside PGA.
- If your buyer writes a check to Lakeside PGA (so you are not the intermediary), you can get a receipt for your donation of goods, just like we do when people drop donations at Rummage Depot. Email Lani Carpenter for a receipt to acknowledge your donation of goods. This is only applicable if your goods sell.

More questions?

Q: Who can I contact if I have a question about Rummage Connector (e.g. how to sign up, trouble signing up, checking on my listing)?

A: Email <u>Rummage@lakesideschool.org</u> or <u>lakesidepga@lakesideschool.org</u>. Someone will contact you to help out.

Terms of Use (hold harmless) and restrictions

- 1. Rummage Connector is a form of advertising items for sale or wanted, amongst the Lakeside adult community. It is run by volunteers from the Lakeside School Parents and Guardians Association.
- 2. Rummage Connector is for adults only (18 years and older.)

- 3. Items that are posted are restricted to physical items (like you would see at the Lakeside Rummage Sale). No services will be posted for sale or wanted.
- 4. Rummage Connector administrators reserve the right to not post an item that is deemed illegal or inappropriate.
- 5. By using the Rummage Connector, the user agrees to hold Lakeside School harmless for any issues, and agrees to the Terms of Use.