

2025 Boutique/Raffle Checklist

- Complete [Form F](#)
- Email Minutes showing approved Tax Free Days (only applies to merchandise created or purchased by the club for resell - outside vendors are not tax exempt) to [VP Boutique](#).
 - Display Tax Free Information provided in the Boutique packet
- Email current Sales and Tax Use permit to [VP Boutique](#).
 - Bring a copy of the club Sales and Tax Use permit to Boutique
 - Have Sales and Tax Use permit displayed at Boutique
- Voting Delegate: All clubs are required to have at least one voting delegate at the Federation Business meeting.
- Donated item(s). Indicate on Form F the donated item and value.
 - Bring donated item to Information table
 - Sign off on donated item and value at Information Table
- Order Boutique T-Shirts for volunteers

If club is making own merchandise to sell at Boutique:

- If not using TAMU branding then indicate this on Form F
- If using TAMU branding then indicate on Form F
 - Email images and descriptions of branded items to [Scott Oswald](#) and copy [VP Boutique](#) for approval.
 - Bring copy of approval email with you to Boutique

If purchasing merchandise from an Outside Vendor to resell at Boutique-

- Review the [retail licensee list](#) to confirm the vendor has a *current* license.
- If the vendor is not on the list then email the [licensing department](#) and copy [VP Boutique](#).
- Bring copy of approved licensed vendor email with you to Boutique

If using an Outside Vendor at Boutique - Vendor Checklist and Vendor Contract are attached.

- Review the Outside Vendor Guidelines
- Get a copy of the current license agreement between a vendor and TAMU from the vendor.
- Complete the Outside Vendor Contract and obtain Vendor and Club signatures.
- Email signed Outside Vendor Contract to 5thvpboutique@aggiemoms.org
- I will sign and return to the club via email.
- Make sure that you have all signatures on the copy you bring to Boutique. You may be asked to show the vendor agreement so make sure you have it at your booth. I suggest a

folder with all the information you need and that each person working the booth knows where it is.

2025 Raffle Checklist

- Complete [Form F](#)
- Review Raffle Guidelines found in [Information session](#)
- Email Raffle Ticket to [VP Boutique](#)