

Post Exchange Operations

1. PURPOSE

The Old Dominion Squadron operates and maintains a Post Exchange (PX). The PX is transportable to local and Fly Away airshows and to similar venues where the sale of merchandise is likely to generate revenues for the Squadron. This Standard Operating Procedures details guidelines for the management and operation of the PX.

2. GENERAL INFORMATION

The Old Dominion Squadron PX is configured to operate in main or split operations in support general fund raising for the Squadron.

3. SPECIFIC GUIDELINES

3.1. PX Sales Program

The Old Dominion Squadron PX Sales Program focuses on the sale of general merchandise and unique collectable and emblematic items.

3.6.1 PX Management

1. The PX Sales Program is managed and operated by the Old Dominion Squadron PX Officer.
2. The general duties of the Squadron PX Officer in managing the PX shall include:
 - Solicitation
 - Receiving
 - Packing
 - Storing
 - Unpacking
 - Display
 - Sales and cash collection
 - Security
 - Inventory
1. The PX Officer shall be responsible for ensuring that all stock is accurately inventoried and that on-hand quantities are kept in a low but adequate status.
2. When items are needed, the PX Officer shall request authority from the Squadron Staff to purchase PX supplies via Form ODS001, dated 03/05/00. The request Form will be submitted to the Squadron Staff in duplicate copies, a separate form for each vendor.

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3. The PX Officer will retain one copy of Form ODS001 and the Finance Officer will retain the other copy. An accounting of funds spent on PX items and shipping costs will be maintained to ensure that the PX inventory is kept at a minimum quantity consistent with sound business practices and that overspending does not occur. This will assure that the value of PX assets on hand does not exceed the Squadron's General Fund.
4. The year-end inventory of merchandise on hand, plus the re-orders for the new season, shall not exceed the new year's PX total budget.

3.6.2 PX Operations

The PX Officer shall ensure that the following PX operations are accomplished on a routine basis:

- Determining the type and quantity of retail stock.
- Ordering, labeling, pricing and stocking of merchandise.
- Training and managing sales, stocking and inventorying workers.
- Coordinating with the Finance Officer payment of invoices, deposits of receipts from sales of merchandise and submission of inventory/ equipment reports.
- Ensuring that tents, tables and other PX equipment are serviceable.
- Coordinating PX availability for air shows and other events with the Operations Officer and the Squadron Staff.
- Ensuring that the conduct of PX operations at air show shall include the following tasks:
 - ☐ Set up and dismantle the PX tent daily.
 - ☒ Secure PX tents, tables, chairs, sale items and cash box.
 - ◀ Sell PX items to visitors.
 - ▶ Obtain a schedule of Air Show events. Answer visitor questions.
 - ▲ Direct visitors to Old Dominion Squadron aircraft displays, rest facilities, visitor tents, vendors and exhibits.
 - ▼ Secure PX funds, sale items, furnishings and equipment at the conclusion of each day.
 - ☒ Acquire and set up sufficient trash receptacles and water.
 - ▶ Dump trash daily or more often as required.

3.6.3 Sales Items

PX sales items will be unique, not commercially available from established vendors, and priced for reasonable expectation of sale at air shows or other Old Dominion Squadron events. Sales items may include:

- Aviation T Shirts, Sweat Shirts, and Jackets

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- Aviation Badges, Patches, and Pins.
- Aviation toys
- Aviation art and posters
- Aviation books
- Aircraft models
- Aviation sculptures
- Aviation videotapes
- Aviation clothing and equipment
- Aviation histories
- Aviation Christmas ornaments, including specially designed Old Dominion Squadron ornaments
- Old Dominion Squadron uniform items and coffee mugs.