

Policy #15: Museum Store and Donation Box

Understanding that a store/gift shop is essential to the contemporary museum experience, the Museum shall conspicuously maintain a store, unobstructed from view by Museum visitors at all times, for Veteran Association members and non-member visitors to purchase items directly related to interpretation of the organization's storied history. Items for sale shall include but are not limited to books, mugs, t-shirts, postcards, historic insignia (pins, patches, etc.), and like items typically available for sale at a military museum.

The Museum store shall also, for the sake of organizational convenience, maintain a uniform sutler operation to allow members to purchase Veteran Association insignia and uniform accouterments. These items shall only be available for purchase by members and include ties/scarfs, blazer insignia, tie bars/tacks, and buttons.

All income generated by the Museum store shall be used to support the Museum budget as determined by the Board of Directors upon recommendation by the Collections Committee. All proceeds from the sale of uniform sutler items shall be separately accounted for and managed as directed by the Board of Directors.

The Museum shall maintain a Sales Tax Resale Certificate as may be required by the Massachusetts Department of Revenue. The Curator, who will have day-to-day management of the Museum store, shall coordinate directly with the Treasurer for the management of all financial details and the proper accounting of any sales tax.

The Museum shall maintain a donation box in the building's main lobby and all income derived from it shall be used to support the Museum budget. Only the Treasurer shall open the donation box as may be required from time to time.