

DATES:

## DROP OFF

Tues., May 22

7:30am to NOON

Where: K4 Wing

## SALE

Wed., May 23

7:30am-3:30pm

Thurs., May 24

7:30am-9:30am

Where: K4 Wing

Want to help?

Contact :

Megan Ehemann

misstee150@yahoo.com

Volunteer for a shift during both setup and sale to get access to shop the workers pre-sale!!

Don't want to mess with all that?

## JUST DONATE

Here's How:

Donate your items to the PTO. For your convenience, volunteers will be accepting your items during morning carline on Tues, May 22. Or, you may drop off your items directly in the K4 wing.

No Tags, no inventory, no work!



# USED UNIFORM CONSIGNOR INSTRUCTIONS

To consign your items and earn 70% of the profit, please follow these instructions:

## New Information:

We have changed what we can sell AND accept for donation. Please read the guidelines carefully to insure your check-in process is quick and easy!

## ITEMS WE WILL NO LONGER ACCEPT:

- Spirit Shirts
- Socks
- Non-Classroom approved Crusader Wear (i.e. hoodies)
- Activity shirts or uniforms including (but not limited to): Band, cheer, scouts, soccer, etc.

## The Nitty Gritty

- Items must be in **GOOD CONDITION**. That means, no holes, no stains and no discoloration. If your item is not in good condition, we will not attempt to sell it.
- Items should be **clean**.
- Items should be folded (NO HANGERS).
- If an item has been altered (hemmed or let-out), please make a note of that on the tag.
- We can only accept and sell Dennis or LaRose uniforms, and they **MUST** have a logo on the outside of the garment (pants and shorts only). This is a tag, a button or a small red "L" on the pants or shorts.
- PLEASE, PLEASE, PLEASE... only attach your tag with a **SAFETY PIN - NO STAPLES or STRAIGHT PINS**. This is to protect the garment (and our fingers). If you need safety pins, we have lots and lots and we are happy to share. Just ask.

## What Next?

1. Complete the Inventory Sheet below (also posted at [http://stjohnb.com/pto/ptofoms/used\\_uniform\\_forms.pdf](http://stjohnb.com/pto/ptofoms/used_uniform_forms.pdf)) with items numbers, description, size and price.
2. Attach a tag with a SAFTEY PIN to the top right side of each garment. Please use the Tag Template below or go to [http://stjohnb.com/pto/ptofoms/used\\_uniform\\_forms.pdf](http://stjohnb.com/pto/ptofoms/used_uniform_forms.pdf).
3. Drop off your items and CHECK IN. Items must be dropped off in the K4 wing on Tuesday, May 22, 7:30am to NOON. Please note, **Carline drop off is for DONATIONS only**. If you are consigning, you must come in and check-in your items!
4. If you have unsold items that you want returned, please pick them up in the school office before Friday, May 25 at noon. After this time, all remaining items will be donated to the PTO.

# Tag Template

<p>Item # <b>1</b></p> <p>NAME: <b>Family's Last Name</b></p> <p>Item Description: <b>Boys Navy Shorts</b></p> <p>Size: <b>10.</b></p> <p>Price \$ <b>PTO Pricing OR you may price</b></p>	<p>Item #</p> <p>NAME:</p> <p>Item Description:</p> <p>Size:</p> <p>Price \$</p>
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**Name:** \_\_\_\_\_

**\*\* Please Check One of the Following regarding Unsold Items \*\***

\_\_\_ I would like to donate unsold items to PTO

\_\_\_ I would like to keep my unsold items and will pick them up by Friday, May 25th.

(unsold items will be ready for pickup by Noon on Thursday, May 24th)

**\*\*Items MUST be picked by Friday, May 25\*\***

**Unclaimed items will be donated to PTO!**

**Checks will be sent home to the address below.**

***Family Name, Grade and Class:***

\_\_\_\_\_

**Check should be made & mailed to:**

**Name**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

Please carefully complete the inventory sheet. This will be used to track your sales and calculate payment.

**Total sold =** \_\_\_\_\_

**Total Check amount =** \_\_\_\_\_

# INVENTORY SHEET

Check in	Item #	Description	Size	Price	SOLD	Recovered Returned	Comments
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	2						
	3						
	4						
	5						
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