Used Uniform Consignment Sale Information Sheet

St. John the Baptist Catholic School Parent-Teacher Organization

IMPORTANT INFO

- 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 neatly folded.
- If an item has been altered, please make a note of that on the tag.
- We can ONLY accept and sell Dennis and Lands' End Uniforms.
- 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, Just ask!

DONATION

Don't want to mess with all of it?

JUST DONATE!

Donate your items to the PTO. For your convenience, volunteers will be accepting your items on the drop off day. Great way to donate to our PTO!

NO TAGS,
NO INVENTORY,
NO WORK!

HOW TO TAG CONSIGNMENTS

1. Register online at this link: https://docs.google.com/forms/d/e/1FAIpQLSfRG47U4cJHoiIXWCUgFGU227CIpcKbO4z9RjwkgkRajeI4RQ/viewform (must be done each time you bring in new consignments).
2. Complete the inventory sheet with item numbers, description, size, price.
3. Attach a tag with a SAFETY PIN to the top right side of the garment. Please use the tag template provided and example below.
4. Drop off your items to the designated place/time noted on the upper left.
5. Unless otherwise indicated, PTO will keep your items for the next sale. Tags will remain on the garments and you will receive payment for those items.
6. If you wish to have your items returned, you must indicate on your Consignor Info Sheet and online registration.

VOLUNTEER

Want to Help?

Contact

Sophie Jeansonne
svjeansonne@gmail.com

WHAT IS NOT ACCEPTED

- ★ LaRose Uniforms / Any brand that is not Dennis or Lands' End Uniforms
- ★ Spirit Shirts
- ★ Socks
- ★ Non-Classroom approved Crusader Wear (ie: hoodies)
- ★ Activity Shirts or Uniforms for extracurricular activities (band, cheer, scouts, soccer, etc.)

Tagging Examples

Item #: 1
NAME: JONES
Item Description:
SHORT SLEEVE WHITE POLO

Used Uniform Consignment Sale
PTO Pricing List

St. John the Baptist Catholic School
Parent-Teacher Organization

UNISEX SHIRTS	
Short Sleeve Pique Polo	$10
Short Sleeve DryFit Polo	$12
Long Sleeve Pique Polo	$10
Short Sleeve Oxford	$10
Long Sleeve Oxford	$10
PE (Grade 6th-8th Only)	
Cotton Shirt	$3
Cotton Shorts	$3
DryFit Shirt	$5
Mesh Shorts	$5
OUTERWEAR	
Vest	$15
Pullover Sweater	$18
Cardigan Sweater	$18
Crusader Sweatshirt	$10
Nylon / Fleece Jacket	$10

BOYS	
Twill Shorts	$10
Tech Shorts	$12
Twill Pants	$10
Tech Pants	$12
GIRLS	
Plaid Jumper	$20
Plaid Skort	$20
Plaid Skirt	$20
Khaki / Navy Shorts	$10
Navy / Khaki Pants	$12
Peter Pan Blouse	$8
ACCESSORIES	
Belts	$5
Undershorts	$3
Bows / Hair Accessories	$2
Logo Drawstring Backpack	$3

Items Not Accepted

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- ★ Spirit Shirts
- ★ Socks
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Used Uniform Consignment Sale
Consignment Information Sheet

St. John the Baptist Catholic School
Parent-Teacher Organization

Family Name:_____
(Make sure your family name is listed on all items dropped off for the sale)

Contact Name:_____

Oldest Child Name:_____Homeroom Teacher:_____

Email:_____Phone Number:_____

Mailing Address for Payment:_____

_____

- I would like my unsold items KEPT for the next sale
- I would like my unsold items RETURNED
- I would like to DONATE unsold items to St. John's PTO

We understand that some families may not want to stay and check in their items. If you would like to drop off, please ensure that you hand your items to a volunteer at check in with all appropriate paperwork. A volunteer will go through the items dropped off and review the inventory sheet. Please initial if you do not wish to check in your items.

_____I would like the used uniform committee to check in my items and accept any changes or discrepancies found during the check in process.

For Committee Use Only

Number of items present at check in:_____
(Please note any discrepancies from the inventory sheet)

Number of items sold:_____

Total Sales:_____

Payment to be mailed (70%):_____

Used Uniform Consignment Sale
Consignment Inventory

St. John the Baptist Catholic School
Parent-Teacher Organization

Family Name:_____

To Be Completed by Consigner				— Completed by Used Uniform Committee —			
Item #	Description	Size	Price	Rec'ed	Sold	Return	Comment

Used Uniform Consignment Sale

St. John the Baptist Catholic School
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Item #: NAME: Item Description: Size: Price:	Item: NAME: Item Description: Size: Price:
Item #: NAME: Item Description: Size: Price:	Item #: NAME: Item Description: Size: Price:
Item #: NAME: Item Description: Size: Price:	Item #: NAME: Item Description: Size: Price:
Item #:: NAME: Item Description: Size: Price:	Item #: NAME: Item Description: Size: Price: