



T-SHIRT SALES COORDINATOR

Beacon Hill PTA 6.15.42

The T-Shirt Sales Coordinator is responsible for ensuring the details of this event are carried out with the assistance of volunteers. This is an annual event that traditionally takes place near the beginning of the school year. Its primary purpose is to generate school spirit through the sale of BHIS logo t-shirts, sweatshirts, and related items. It is meant to provide a valuable product at a reasonable price with some mark up attached to account for the time involved to organize and deliver.

Duties and Responsibilities

- Coordinate timing of sale with PTA Executive Board. May include order form in first day packet, or first month of school.
- Communicate timing of sale with Parent Volunteer Coordinator.
- Update order form:
 - Ensure form says checks payable to “Beacon Hill PTA”
 - Verify pricing with vendor (Baseline Designs in Fall 2009 and Fall 2010, though competitive pricing could be sought, as long as product quality and sizing remains consistent).
 - Consider product range. Long & Short sleeve t-shirts and Hoodies are very popular and are acceptable as school uniforms. Stadium blankets were added Fall 2010, but due to lack of sample, actual orders were very low. If you have too much product range, organizing completed orders is a lot of work! Navy and green are school colors and hide dirt. White shirts were less popular and are hard to keep clean for kids. Could consider water bottles, bumper stickers, etc. but keep in mind the possibility of kids mixing things up that can't be labeled with their names.
 - Ensure order form delivery date is communicated with Parent Volunteer Coordinator to work with teacher distribution schedule. Establish order due dates (about 2 weeks max between delivery and due date) and then copy and deliver flyers. Provide a copy of the flyer to newsletter and website Coordinators for greater distribution.
- Pick up orders and checks as they come in. Turn in batches of checks to Treasurer ensuring first each says “T-Shirts” to avoid confusion with PTA membership checks which arrive at the same time.
- Enter orders into summary spreadsheet. Triple check order forms against spreadsheet (really!) before submitting final order to vendor to avoid the extreme difficulties of sorting out incomplete or incorrect orders later. Summary spreadsheet template can be found on the website under PTA Forms. Note that final quantity of shirts ordered results in pricing breaks if certain thresholds are met. If you are 5-shirts short of a certain threshold, it may make sense to order a few extra that can be sold later to achieve the next price break.
- The final order should be submitted within a week of the order form deadline. Families are very anxious to receive their products so once your delivery ETA is provided, add a week for sorting, and inform Parent Volunteer Coordinator of “approximate” delivery ETA.
- Report total order details to Treasurer. Authorize Treasurer to pay 50% deposit invoice.
- Find out from Parent Volunteer Coordinator if any classrooms have latex allergies as this may preclude use of rubber bands in preparing final orders.
- Plan on someplace clean and spacious to sort orders. It's easiest to have one or two partners, inventory all the sizes and colors received before starting, and then sort orders class by class, making bags or boxes for each grade. You will probably want to do sorting on a weekend because it will take about 4 hours for two people.
- If the order has been received in full and acceptable manner, inform Treasurer final 50% can be paid to vendor.