

Bishop's Peak Elementary School
T-Shirt Chair
Job Description/Procedures

The T-Shirt Chair is responsible for ordering and distributing school spirit wear.

- Alter existing order form if necessary. Essentials for the order form are: prices, sizes, colors, styles of shirts/sweatshirts, name of student, name of parent, name and room number of teacher, phone number of parents, and your phone number to contact if people have questions. Be sure to include: MAKE CHECKS PAYABLE TO BISHOP'S PEAK PTA. Change due date at the bottom of the form. Orders generally take 7-10 days. Check t-shirt box in office one last time for any late orders before placing order.
- Email JCarroll (Travis has helped in the past) with the specifics of quantity, colors, sizes, and styles. You will receive an order to confirm before final order is placed. CHECK THIS OVER CAREFULLY! Once the order has been confirmed and placed, put the order form from JCarroll with the total amount due in the PTA President's box with a completed green check request form attached. Put the total money collected in the PTA safe in the office ASAP—within two weeks—and include a completed deposit form (with each of the check numbers and amounts listed). Notify the Financial Secretary once money has been placed in the safe.
- It usually takes about 10-14 days to get the shirts in. Someone from JCarroll will call to tell you they are ready to be picked up. Shirts should be sorted and placed into a clear plastic or grocery store bag. It works well to tie the top of the bag, and staple the order form to the top so parents remember what they ordered.
- Sorting by classroom prior to bringing to school works well. Small orders may be placed in the respective teacher's box in the office, and large orders should be taken to the classroom.
- Two or three orders should be placed, spaced evenly throughout the year. Parents wishing to order during other times must be asked to wait until the next group order, as we receive a discount for ordering in bulk.
- Our goal is not to make money off the sale of t-shirts but to foster school spirit. We try to make \$2.00-\$3.00 per article of clothing which generally equals several hundred dollars per year. If changing clothing styles, remember to add tax and print fee before deciding upon a price. Generally adding \$3.00-\$5.00 over the quoted price will cover our costs with a dollar or two profit for the PTA.