

Job Description for Spirit Wear Committee (2008/2009)

Objective: To offer Central Spirit Wear Clothing to all the students and faculty of the school.

Responsibility: The committee chair person is responsible for choosing the company from which to order the spirit wear, selecting the logo, style, color and clothing that will be offered during the sale, taking and tallying all orders and collecting payment for items, and distributing clothing after the sale has been completed.

Time Frame: This sale usually takes place at the beginning of October and runs about 2 weeks. Doing it this early allows enough time for the orders to be in by Christmas as many parents give them as gifts.

Key Steps in Program: First, you need to choose which company you would like to work with. Next, you need to select the color and logo of the items you will be offering. Then you need to choose 4-5 garments to offer to the students and staff. You need to send out the order forms and set dates to collect them along with the payment. Once all the orders are collected you need to make certain that all the payments match the order forms and then you send the orders in to the company. Once the orders are returned, you need to distribute them to the students in the classrooms and send the payment to the company.