

# Sweatshirt Coordinator



**Purpose:** Arrange for sales of school “Spirit” wear

**Prerequisite/Requirement:** None

## **Job Responsibilities**

- Sell school T-shirts/sweatshirts in November and April.
- Before announcing availability of T-shirts/sweatshirts, verify prices with distributor. If possible check with several distributors to find best price available.
- Meet with President/Treasurer to determine price list.
- Create and distribute a flier in November and April (add to November and April newsletter) and include an order form. Indicate a deadline for placing order (give approximately 2 weeks). Indicate that completed orders should be placed in your folder.
- After deadline, tally orders and submit checks and cash to Treasurer (indicate that money is for school T-shirt/sweatshirt orders). Then submit order to the distributor.
- Distributor will deliver order back to you in bulk. Divide up the orders by family/classroom and label to distribute to families who placed orders.
- Distributor will leave a bill with you. Double check prices and quantities received. Sign and date the bill and submit it to the Treasurer for payment. (The Treasurer will mail check directly to the distributor.) Again, remember to indicate that bill is for school T-shirts/sweatshirts.

**Financial Responsibility:** Direct checks to PTO Treasurer

**Hours recording procedure:** Hours are recorded by the end of last day of school in December for hours to be completed to date. Remainder of the hours will be recorded when the job has been completed for the year.

**Hours earned:** 10

**Reports to:** 6-8<sup>th</sup> Grade Reps

**Selection Process:** Elected by General Membership

**Term:** August to June

Candidates

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