

# CGHS PTA Second Hand Uniform Sale Instructions 2019

The PTA administers the second hand uniform shop as a service to families and as a fundraising venture for the benefit of the school.

Dates of Uniform Sales and Receiving days will be advertised primarily on the PTA Facebook page but also in the school newsletter and on the website.

If you would like the PTA to sell second-hand uniform items on your behalf then **PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND FOLLOW IN FULL.**

It is essential that all items of clothing can be traced to vendors through all aspects of administration and sale. The PTA takes no responsibility for any loss where instructions have not been followed.

## 1) Ensure all items are sale worthy

The PTA aims to uphold the school's values and traditions which are reflected through the standards of the uniform worn by our students. To maintain this uniform standard, the PTA before accepting items, checks:

- That items are the current model
- That items are not dirty, stained, faded, pilled, shrunk, torn or worn out around cuffs etc
- Blazers, kilts and ties must be dry-cleaned
- That Hems maintain their original fabric length and have not been shortened above the regulation length
- i.e. mid-calf for junior and senior summer uniforms and 10-20 cm from the ground for kilts
- That all zips work
- That all buttons and buckles are in place. The PTA holds stock of second hand buttons and buckles that could remedy the problem if the seller is willing to mend these prior to acceptance
- Pleats on kilts, dresses and skirts and pockets and hems are not ripped or coming undone
- Senior dresses have at least one collar in tidy condition and have the regulation fabric belt.

## 2) Each item of clothing needs to be labelled in the following way

- Cut out 5cm x 5cm squares of cardboard (cereal boxes are ideal – paper is not strong enough)
- On the cardboard write a brief description of the item and size. Leave room for the PTA to price and add your registration number. Example:

Size 8
Junior Skirt
\$
Reg #:

- Attach the cardboard square to the top right hand corner of the clothing with a strong silver safety pin (the little gold ones are not strong enough and no sewing pins or staples please).

## 3) Complete the Uniform Sale Registration Form

Bring the form with you on the receiving day. Leave the Price and Date Sold columns free as the PTA will price garments based on condition. A listing of the 'as new' price is displayed at the uniform shop as an indication of the price an item is likely to sell for. As a general rule, the PTA sells items at 50% of the cost of a new item. The PTA retains 30% of the sale price and direct credits the sellers bank account with 70% as soon as possible after the item has been sold.

If you are donating items, place them in a plastic bag with this form notifying the PTA of this.

EXAMPLE of how to complete the form:

Item of Clothing	Size	Price	Date sold
Kilt	8		
Blazer - junior	10		

Thank you for supporting this fundraising venture.

Any questions please contact the PTA uniform shop at [Ptashop@cghs.school.nz](mailto:Ptashop@cghs.school.nz)

Reg #: .....

Receiving Date: .....

### CGHS PTA Second-hand Uniform Sale Registration Form

Seller's Name: .....

Contact phone number: (Home) ..... (Mob) .....

**IMPORTANT:** The PTA holds items for 12 months from the receiving date and if not collected by owners before this time, the item becomes the full property of the PTA and is thereafter treated as a donation.

I understand and accept the conditions of acceptance Y

Do you wish to donate 100% of the proceeds from the sale of your items to the school? Y / N

If not a donation, please provide bank account details for 70% of sold items to be direct credited to you. To ensure payment, advise the PTA if you change banking institutions within 12 months of the receiving date.

Bank Account Number    --    /    ----    /    -----    /    --  
(comprising 15 digits)    2#    /    4#    /    7#    /    2 #

Item of Clothing	Size	For PTA use only	
		Price	Date sold
Kilt			
Blazer - senior			
Blazer - junior			
Long sleeve blouse			
Long sleeve blouse			
Short sleeve blouse			
Short sleeve blouse			
Junior skirt			
Junior skirt			
Summer dress			
Summer dress			
Cardigan			
Striped tie			
Blue tie			
Red tie			
PE shorts			
PE top			
Sports jacket			
Scarf			