

CGHS PTA Second-hand uniform sale instructions

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

The PTA sells school uniform items and the PE uniform items listed over the page. The uniform shop **doesn't** sell socks or shoes. However, you are welcome to leave these as donations, which we will in turn give away. We also do not sell individual sports uniform items like netball, rowing and hockey uniforms. If you do however leave individual sports uniforms with us to sell, we will simply return these to the relevant sporting club.

Dates of uniform sales and receiving days are advertised primarily on the PTA Facebook page but also in the school newsletter and on the website.

If you are donating items, place them in a plastic bag and simply drop to the Uniform Sale or the school reception, notifying the person you speak to that they are donations. None of the below instructions apply when donating items.

If you would like the PTA to sell second-hand uniform items on your behalf, **PLEASE CAREFULLY READ AND FOLLOW THESE INSTRUCTIONS.**

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

1) Please ensure all items are saleworthy

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, before accepting items, the PTA checks:

- That items are the current model.
- That items are clean, unfaded, un-pilled, true to size and in good to excellent, used condition.
- That blazers, kilts and ties have been dry-cleaned.
- That hems still have 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 stocks of buttons which we can offer a buyer, but the price of the item will be reduced to compensate for this.
- Pockets, hems and pleats are not ripped or coming undone.
- Senior dresses have at least one collar in tidy condition and have the regulation fabric belt. The PTA does have stocks of collars and belts, if needed. But we will reduce the cost of the item to compensate.

2) Label each item of clothing in the following way

- Cut out squares of thin cardboard that are approximately 5 cm x 5 cm (cereal boxes are ideal as paper is not strong enough).
- Write a brief description of the item and its size on the cardboard and leave room for the PTA to price and add your registration number. For example:

Size 8
Junior Skirt
\$
Reg #:

- Attach the cardboard square to the label of the item with a strong silver safety pin (the little gold ones are not strong enough) and please do not use sewing pins or staples for obvious reasons!

3) Complete the uniform sale registration form over the page

Bring the form with the items to a Uniform Sale day or drop to the CGHS reception. The PTA will price garments based on their 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. The PTA normally sells items at 50% of the cost of a new item. The PTA retains 30% of the sale price and direct credits the seller's bank account with 70% of the sale price as soon as possible after the item has been sold.

Please note that the PTA volunteers will often be busy on a Uniform Sale day and they will not price your items in front of you. You are very welcome to ask to see our pricing list as a general guideline.

Thank you for supporting this fundraising venture.

If you have any questions, please contact the PTA uniform shop at ptashop@cghs.school.nz.

Reg #:

Receiving Date:

CGHS PTA second-hand uniform sale registration form

Seller's Name:

Mobile phone number:

IMPORTANT: The PTA holds items for 12 months from the receiving date. If not collected by the owner 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 (circle) Y

Do you wish to donate the proceeds from the sale of your items to the school? (circle one) Y / N

If not a donation, please provide your bank account details for 70% of the proceeds from your sold items to be direct credited to you. Please advise the PTA if you change your bank account within 12 months of the receiving date.

Bank account number - - / - - - - / - - - - - - - / - -
(comprising 15 digits) 2# / 4# / 7# / 2 #

Item of Clothing	Quantity
Blazer – senior (with braiding)	
Blazer	
Long sleeve blouse	
Senior pinstripe blouse	
Junior short sleeve blouse	
Junior skirt	
Senior dress	
Kilt	
Dress shorts (navy)	
Tie	
Lava lava skirt	
Dress pants	
Woollen cardigan	
Woollen jersey	
Scarf	
Softshell jacket (red)	
PE shorts	
PE top (red and white)	
Blue rugby jersey	
Blue/red striped rugby jersey	
Runner pants	
Sports jacket	