

Spirit Wear Chairperson 2016-17

Overview

The Spiritwear Chairperson will oversee the sale and promotion of WIS Pride t-shirts as well as maintain inventory and restock as necessary.

Inventory

The previous chairperson will handover a full inventory of shirts on hand at the end of the school year and advise if additional stock is needed.

Sales – Back to School Night

Spirit wear will be sold outside the cafetorium for each of the 3 grades Back to School Night events. The Chairperson should review the calendar before school starts and plan to be present or recruit volunteers to sell shirts on these nights. Before each night speak to the custodial Staff at WIS to arrange for a table and chairs and any assistance you may need setting up.

Sales- Online

Shirts will be available for sale on the WIS PTO website year round. Coordinate the set up of sales with the current WIS PTO Webmaster and arrange for the shirts to be available for sale on line from the beginning of the year. Discuss how you would like to manage your sales with the Webmaster. Currently the Webmaster emails all sales receipts that need fulfillment to the Spirit wear Chairperson at the end of each week and the Spirit wear Chairperson delivers the shirts early the following week.

Communication and Promotion

Speak to your PTO President about how they would like this promoted but it would be a great idea to post details about the Back to School Night sales in the most current edition of the Whistle. After back to school night it is a good idea to ask the Webmaster to include a link to the online sales site throughout the year.

Pricing

The shirts were sold for \$10 each last year. Double check with your PTO President about the desired price point for the current calendar year.

Inventory

Should you need to order more shirts, we have been ordering our shirts from:

Jon Pressman PressCo Inc
52 Ravenwood Drive Weston, CT 06883

pressco4@aol.com Tel: 203-227-3636