

Pennington PTO Used Uniform Sale Participation Guidelines

Pennington PTO hosts used uniform sales during Summer Fest, The Spaghetti Dinner, and Spring Fling. To donate or participate as a consignor/seller, the following guidelines must be observed:

Step 1 – Items to be donated or consigned for sale must be in good condition and meet current **Pennington Uniform Guidelines**. **Items that are off-color or a non-standard style will not be accepted for donation or consigned for sale.** All clothing items submitted must be washed and clean. Pressing is optional, but recommended if consigning for sale. **Items that are stained, ripped, worn out or faded will not be accepted for donation or consigned for sale.**

Step 2 – Items must be placed in a plastic/paper bag. If you are donating some items and consigning for sale some items, two bags must be used. A **completed Pennington Uniform Sales Form** must be inside each bag along with the items being donated or consigned for sale. The form must have your first and last name, contact phone number, a list of all items in the bag with their sizes, 3 self-addressed stamped envelopes (SASEs) for bags with consigned items for sale, and whether you are donating or consigning for sale what is in the bag. **Bags received that do not contain a completed Pennington Uniform Sales Form, will be treated as donations.**

Step 3 – Bring your bagged items to a Pennington PTO meeting and drop them off. Uniforms for consignment must be received at least 2 weeks in advance of a sale to be included in the current sale; otherwise they will be included in the next sale.

Step 4 – The contents of your bag will be inspected. You will be contacted if any of your items are determined to not meet the guidelines in Step 1. You may choose to reclaim these items, or they will be donated to SERVE or another charitable organization in the local area. Items accepted for donation and/or sales consignment **will be tagged and priced by Pennington Uniform Sales volunteers** using the standardized pricing list shown in Step 5.

Step 5 – Sale proceeds for all donated items will be kept by the Pennington PTO. Sale proceeds for all consigned items are distributed as follows: The seller/consignor will receive 60% of the sales price and Pennington PTO will retain 40% of the sale price. Seller proceeds will be mailed to you, if you have provided a SASE. If no SASE was included, a \$1 fee will be deducted from the seller's proceeds for postage and handling. The standardized pricing list, shown below, will be applied to all items (regardless whether they are consigned or donated).

S/S shirts/polos - \$5	Shorts - \$5	Ties - \$3	PE Shorts - \$5
L/S shirts/polos/T-neck - \$6	Pants - \$7	Belts - \$5	PE Shirts - \$5
Sweater Vests - \$8	Skorts - \$8		PE Sweatshirts - \$7
Pullover Sweaters - \$10	Skirts - \$8		PE Sweatpants - \$7
Cardigans - \$10	Jumpers - \$10		

Step 6 –Unsold consigned items will be kept and included in future uniform sales for 1 calendar year. Consigned items that remain unsold after 1 calendar year will be considered donated to the PTO, unless you contact the Uniform Committee Chairperson and arrange for pickup of the unsold items or communicate your intent to continue consignment of the items.

Items not accepted for sale in the Used Uniform Sale

Include the following

Out of code items	Field Day T-shirts	Pennington Rocks T-shirts
Stained/Ripped clothing	Faded items including logos	Socks Backpacks

Updated/Effective 5/2013