

Rostrata Primary School P&C

Sub-Committee Guidelines/Expectations

Leavers Uniform

List of Jobs	Details of jobs
Organising	<ul style="list-style-type: none">• Organising design and style for shirts and jackets. Organising orders for shirts and jackets ready for the year 5 group heading into year 6.• Involves collaboration with parent body and staff.• Involves collaboration with year 5 students. Collect payment. Name check, name check, name check.
Ordering	<ul style="list-style-type: none">• Willetton Uniforms (or whomever the supplier is going to be) is involved throughout process.• Orders are collated and given to them. Payment of their invoice is done by Treasurer.
Distribution	<ul style="list-style-type: none">• Distribute orders to students.