

Rostrata Primary School P&C

Sub-Committee Guidelines/Expectations

Second Hand Uniforms

List of Jobs	Details of jobs
Collect second-hand uniforms	<ul style="list-style-type: none">• Collect uniforms from red trolley bin in Admin near door.
Sort	<ul style="list-style-type: none">• Sort uniforms onto hanging space and folded piles in bags.• Currently stored in Atrium, behind staff room.
Organise stalls	<ul style="list-style-type: none">• Collaborate with Admin staff to set a date for second-hand stall – great idea to link with another school even e.g. Edu-dance, assembly etc.• Admin will send an email with details.
Run stall	<ul style="list-style-type: none">• Organise some stall helpers.• Set up stall in suitable place.• Lay folded items in size order.• All items \$5 (some really damaged items \$3)• Count money with helpers after the stall and fill out appropriate P and C paperwork. Bank money.
One on one sale	<ul style="list-style-type: none">• Receive emails of uniform queries.• Organise to meet and assist in sale of second-hand items.• (Receipts are not required by Treasurer for these sales)• Count money with a helper, complete paperwork and banking when the money reaches a reasonable amount.