

CWSA Used Dancewear, Athletic & Uniform Sale

Date: Wednesday, October 19, 2016

Time: 3:30-5:00 pm

Location: CWSA Gymnasium

We want to sell your gently used CWSA uniform and dancewear!

CWSA has established a full complement of uniforms that are mandatory for all students. The Used Dancewear, Athletic & Uniform Sale is a tradition at CWSA of families helping families. To simplify things for all, we will only be accepting approved CWSA uniform items to be sold at the Sale.

Please DO NOT submit non-approved uniform items for the Sale.

The following is a list of used items that we can accept for resale:

Performance Uniform items:

- CWSA tartan kilt
- CWSA tartan tie
- CWSA tartan hair accessories
- White dress shirt with CWSA logo
- Black 'Brand Network' dress pants
- Black dress shoes for boys or girls

Athletic Uniform items:

- Black t-shirt with CWSA logo
- Black sweatpants with CWSA logo
- Black shorts with CWSA logo

Dancewear items:

- Shoes: tap, jazz and character
- Ballet Slippers (pink for girls, black for boys)
- Black leotards
- Character Skirts with or without ribbon trim
- Blue or orange fitted T-shirt with CWSA logo
- Black dance pants with CWSA logo

Important: We will be using standardized pricing for ALL SALE ITEMS. Please refer to the attached CWSA Price List and guidelines on preparing your items for the sale. Following the guidelines makes the entire operation much more manageable for our volunteers. The price list was established through consultation between administration and teachers to ensure pricing is fair.

Drop Off: Items may be dropped off to the main office from 8:15 to 8:45 a.m. starting Monday, September 12, 2016.

Last day to drop-off items is Monday, October 3, 2016.

Unsold Items: Unsold items will be returned to your child's classroom for students to bring home.

Sale Proceeds: Families will be contacted by email when sale proceeds will be ready.

Please ensure to include a parent/guardian email address on your inventory sheet.

Volunteers: **WE NEED YOUR HELP!** Volunteers are needed to sort items prior to the day of the sale and to help during the event (Check-out, Sale Attendants, Traffic control, Tag Sorting, Set-up/Clean-up).

To Volunteer, please email: ian.handscomb@tdsb.on.ca

Thank you for supporting CWSA families!

Guidelines: Preparing Items for the Sale

The Used Dancewear, Athletic & Uniform Sale is organized by parent volunteers who donate their time to help you sell your items. Please follow these instructions carefully to help the sale run smoothly.

1. Clean all sale items and ensure that they are in **good repair**.
If you would not buy it, please do not submit it.
2. Fill-in all of the required information on the **Inventory List** and **Sales Tags** accurately. **Please print clearly**. Properly labeled items will ensure that your proceeds are returned to you accurately and quickly.
3. Price items using the **standardized CWSA PRICE LIST ONLY**. If you feel that the price does not reflect the condition of your item, please **DO NOT ALTER THE STANDARDIZED PRICING AND/OR SUBMIT THE ITEM FOR SALE**.
4. Use **ONLY** the paper sale tags provided. Ensure that **ALL SALE TAGS ARE STAPLED SECURELY TO THE ITEM**. Please do not use tape or sticky labels with clothing – they are difficult to remove at checkout.
5. Dress Shirts, Dress Pants and T-shirts should be **on hangers**. All other items should be folded neatly.
6. **SHOES - PLEASE READ CAREFULLY!!**
 - a) Complete only **ONE sale tag for EACH PAIR** of shoes.
 - b) Where possible, sale tags should be **stapled securely to the shoe upper** (ex. tags may be folded around shoe laces or straps, with the ends stapled together).
 - c) If it is not possible to attach the tag to the shoe upper, please secure the tag to the **inside sole of ONE of the shoes using clear strong tape**.
 - d) Using an elastic band, secure the left and right shoe together.
7. Check that **Item #'s** on sale tags **MATCH** Inventory List.
8. Place ALL tagged items in **ONE LARGE BAG** for drop-off (a garbage bag would work), along with your completed **Inventory List**. Keep a copy for your records.
9. If you wish to **donate** your items instead of selling them, please ensure they **are clean and in good repair**. You DO NOT have to tag these items.
Simply include a note indicating: **“DONATION FOR USED UNIFORM SALE”**.

Deadline for dropping off items: Monday, October 3, 2016

Inventory List

- You **MUST** submit a completed inventory list with your items.
- Please photocopy if you need more. Keep a copy for your records.
- Graduates who do not have a sibling currently at CWSA should write "GRAD" in the class section.
- Deadline for dropping off items is: **Monday October 3, 2016.**

| | | |
|-------------------|--------------------|-------|
| | | |
| Student Last Name | Student First Name | Class |

Parent/Guardian Contact Information

Name: _____ Telephone: _____

E-mail Address: _____

* Please price items using the standardized **Price List** only (See Attached List)

| Item # | Description | Size | Price * |
|--------|-------------|------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |

Office Use Only

| | | | | |
|----------------------|----------|------------------|--------------------|----------|
| | | | | |
| Total Items Received | Initials | Total Items Sold | Total Proceeds Due | Initials |

CWSA SALE TAGS

- Please print clearly.
- Check that Item #'s on tags MATCH Inventory List.
- Please staple sale tags securely (where possible). Otherwise, use strong clear tape.
- Please attach only ONE tag for each pair of shoes.



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



| | | | | | | | |
|-------------------|--------------------|-------|-------|-------------------|--------------------|-------|-------|
| | | | | | | | |
| Student Last Name | Student First Name | Class | | Student Last Name | Student First Name | Class | |
| | | | | | | | |
| Item # | Description | Size | Price | Item # | Description | Size | Price |



CWSA Used Uniform, Athletic & Dancewear Sale

PRICE LIST

Please use the following prices ONLY to sell your gently used items.

Performance Uniform

| | |
|--------------------|----------|
| Shirt with Logo | \$ 15.00 |
| Tartan Tie | \$ 10.00 |
| Kilt | \$ 20.00 |
| Dress Pants | \$ 10.00 |
| Hairband/Scrunchie | \$ 2.00 |

Dance Wear

| | |
|--------------------------|----------|
| Dance Skirt | \$ 10.00 |
| Leotard | \$ 5.00 |
| Dance Pants (all styles) | \$ 15.00 |
| Girls Dance Top | |
| - long sleeves | \$ 5.00 |
| - short sleeves | \$ 8.00 |

Athletic Wear

| | |
|------------------|---------|
| Athletic T-Shirt | \$ 5.00 |
| Athletic Shorts | \$ 5.00 |
| Track Pants | \$10.00 |

Shoes

| | |
|-----------------|----------|
| Ballet slippers | \$ 5.00 |
| Tap Shoes | \$ 20.00 |
| Jazz Shoes | \$ 10.00 |
| All other shoes | \$ 10.00 |