

Selling of Coleridge School T-Shirts

Overview

Coleridge Families have organized some great t-shirts and sweat shorts to be sold at various events.

Contact the Supplier

Contact Tradewinds Merchandising Company Limited (tel 0845-230 9005) and ask them to update their contact details. Our account number is 15151 and is under the name of Coleridge School rather than Coleridge Families (this enables Coleridge School to pay the invoice and be reimbursed by Coleridge Families, excluding the VAT amount). Give them your name and address as the current addressee will be Kathy Goode. The website is www.tradewinds.eu.com. They are local traders and can be found just past the Maynard Arms on Park Road. (If you have any questions, speak to Diane Winters in the playground as she has organised these in the last few years along with Kathy Goode).

Tradewinds, The Courtyard, Lynton Road, Crouch End, N8 8SL

Placing the Order

We order the Fruit of the Loom, Kids Value Weight Tee which are 100% cotton. Their terms are 50% deposit and 50% cash on delivery. Lead time is usually 1 week. You will probably need a car when you collect. Tradewinds should have a record of our artwork which they know as "Coleridge Hands".

You can EITHER set up tables and take order for t-shirts with delivery in a week's time (you will need sample t-shirts) OR you can take a gamble and pre-order a variety of sizes and sell them when you have the stock. Last year we did the latter and made £250 with some stock left over (speak to Diane to get these). The order is as follows (note, if you do this next year we would recommend buying more infants t-shirts and less of the older childrens).

- 137 t-shirts with White Artwork on a variety of background colours and in different sizes; and
- 58 t-shirts with Blue Artwork on a variety of background colours and in different sizes.

COLERIDGE HANDS - PRINTED TO CHEST - PANTONE 282 (BLUE)

Colour	Style	Size	Quantities	Total
KHAKI	Kids Value Weight Tee	M, L, XL, XXL, 14	3, 5, 3, 2, 1	14
LIGHT PINK	Kids Value Weight Tee	S, M, L, XL, XXL	2, 2, 2, 1, 1	8
WHITE	Kids Value Weight Tee	M, L, XL, XXL, 14	4, 1, 4, 3, 3, 1	20
HEATHER GREY	Kids Value Weight Tee	M, L, XL, XXL, 14	2, 3, 2, 2	9
RED	Kids Value Weight Tee	S, M, L, XL, XXL, 14	1, 1, 2, 1, 1, 1	7

Colour	Style	Size	Quantities	Total
				58

COLERIDGE HANDS - PRINTED TO CHEST - PANTONE WHITE

Colour	Style	Size	Quantities	Total
RED	Kids Value Weight Tee	S, M, L, XL, XXL, 14	1, 3, 3, 2, 1, 1	11
STEEL BLUE	Kids Value Weight Tee	S, M, L, XL, XXL, 14	1, 4, 4, 3, 2, 2	16
LIME	Stars Value Weight Tee	3/4, 5/6, 7/8, 9/10, 11/12, 13/14	2, 4, 4, 3, 3, 1	17
RASPBERRY	Kids Tommy Tee	3/4, 5/6, 7/8, 9/10, 11/12, 13/14	2, 2, 4, 3, 2, 1	14
ORANGE	Kids Value Weight Tee	S, M, L, XL, XXL, 14	1, 3, 3, 2, 1, 1	11
NAVY	Kids Value Weight Tee	S, M, L, XL, XXL, 14	2, 3, 3, 2, 2, 2	14
ROYAL BLUE	Kids Value Weight Tee	M, L, XL, XXL	2, 2, 2, 1	7
DARK BLUE	Kids Tommy Tee	3/4, 5/6, 7/8, 9/10, 11/12, 13/14	2, 3, 5, 4, 4	18
LIGHT PINK	Kids Value Weight Tee	S, M, L, XL, XXL, 14	2, 2, 4, 3, 2, 2	15
BLACK	Kids Value Weight Tee	M, L, XL, XXL, 14	1, 2, 5, 3, 3	14
				137

If you decide to go down the road of taking orders before placing the order with Tradewinds, check first with Tradewinds that the samples you use (colour and style) are still in production.

Volunteers

Sales of t-shirts take place twice in the school calendar. The first time being a school gate affair one week towards the end of May (when summer breaks). The second being a stall at the Summer Fair.

You will need a rota of volunteers selling at the 1st sale. 6 volunteers per day, 5 days of the week (3 in the morning, 3 in the afternoon). They will be needed for a maximum of 45 mins (allowing time for set up and wrap).

Typically, we sell enough t-shirts at the end of May to break even. The remaining stock is then sold at Summer Fair which makes the profit. We usually clear between £150 and £250 profit each school year. It's not just about the money raised, the children are very proud of their t-shirts.

Banking

Request a cheque in advance to pay for the order. This outgoing is usually covered from the initial sale of T-shirts. The profit is generally made when the remaining t-shirts are sold at the Summer Fair.

After each T-shirt selling event, at least 2 volunteers should get together to count the money and fill the coin bags accordingly. Coin bags are found in an appendix pocket at the end of this handbook. Additional coin bags are available from Bet in the office. Using the Event Summary Form (see Appendices), make a note of the total money taken. This form should be kept with the money and handed over to Bet who will in turn pass it onto the Coleridge Families treasurer.

Feedback

(Please remember to email your class rep coordinator/s with any changes you think need to be incorporated in this information to keep this chapter updated for the next set of reps).

