

Step 1 – Items to be donated or consigned for sale must be in good condition and meet **current St. Ambrose School Guidelines** (please check with the school office). Submitted items may include the following: shirts, shorts, pants, sweaters, jumpers, skirts/skorts, t-shirts, sweatshirts, sweatpants, spirit wear, belts, ties, fleece jackets. All clothing items submitted must be washed and clean. Items that are stained, ripped, have excessive pet hair, worn out or faded will not be accepted for donation or consigned for sale.

Step 2 – All items for **consignment** must include a St. Ambrose School Uniform Consignment Form (attached below) listing all items consigned. Each item must be neatly folded and include a Uniform Sales Tag securely pinned on it. Items that do not have the Sales Form or Sales Tags will be treated as donations.

Step 3 - All uniforms must be received by **Friday, ^{Aug. 5} [REDACTED]** to be included in the uniform sale. Please drop off uniforms in paper or plastic bags to the school office. Uniforms received after this date will not be included in the sale.

Step 4 – All uniforms 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 charity. Items accepted for donation and/or sales consignment will be priced using the pricing list attached.

Step 5 – Sale proceeds for all donated items will be kept by the St. Ambrose School PTO. Sale proceeds for all consigned items are distributed as follows: The seller/consignor will receive 50% of the sales price and St. Ambrose School PTO will retain 50% of the sale price. Seller proceeds will be distributed to you through your child's Wednesday Folder.

Step 6 – Unsold consigned items will be returned to the school office and you will be contacted. Items donated or not picked up will be donated to charity. St. Ambrose School will no longer store used uniforms for future sales. St. Ambrose School PTO will take every effort to ensure you receive proper credit for your items. Having a Uniform Sales Form will help us keep better track of your items; however, we cannot be responsible for lost tags or missing items.

Thank you.

Used Uniform Price List

Polo Shirt/Blouse/Oxfords \$6

Shorts \$8

Pants \$10

Jumpers \$14

Skirts/skorts \$14

Long Sleeve Sweaters \$10

Vest Sweaters \$8

Fleece Jackets \$15

Ties \$4

Belts \$4

PE and Spirit Wear Shirt/ Shorts \$4

PE and Spirit Wear Sweatshirt/pants \$6

St. Ambrose School Used Uniform Consignment Form

Consignor Name: _____

Consignor Phone Number/email address: _____

Do you wish your unsold items returned to you? Circle One: yes no

Items for Consignment ****Please be sure to securely fasten consignment tags provided below****

QTY SIZE

Polo Shirt

Blouse

Oxfords

Shorts

Jumpers

Skirts/Skorts

Pants

Sweaters

PE/Spirit Wear Shirt/Shorts

PE/Spirit Wear Sweatshirt/pants

Fleece Jackets

Belts

Ties

St. Ambrose School Used Uniform Sales Tags

Please PRINT CLEARLY for proper credit and **Please be sure to securely fasten consignment tags**

Consignor Name:
Item Description/Size:

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