**Cider Mill PTA Job Description**

Spiritwear Chairperson

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| Outgoing | Co-Chair: Amanda Mitchell  Co-Chair: Annemarie Aronowitz |  |
| 2017-18 | Amanda Mitchell  Annemarie Aronowitz | amandanmitchell@gmail.com  annemariearonowitz@yahoo.com |

**Responsible for the design, production, distribution and sales of all Cider Mill Spiritwear**

**Spiritwear Timeline:**

* February- June
  + Consult with PTA President and VP of Fundraising to determine strategic direction for next year’s spiritwear offerings - new design for house shirts, new product options, supplier, next year’s budget.
* July
  + Give final production numbers to supplier (allow 6 weeks)
* August
  + Get inventory in a week before Meet the Teacher
  + Sell spiritwear at Meet The Teacher; recruit volunteers to help sell that day
* September
  + Sell spiritwear at all Open Houses
* November
  + Sell spiritwear at Book Fair
* April
  + Put notice in 8-6 weeks before Field Day in the Hot Cider as a reminder to get their House shirts for Field Day. Coordinate a few days selling in the cafeteria at lunch with Field Day Chairs.

On going responsibility..

* + - * Check PTA website to see if there are any online orders that need to be fulfilled
      * Check front office for mail in orders and deliver spiritwear to student’s classroom
      * Conduct routine checks on inventory
      * Submit deposits to Treasurer