

CENTER GROVE ULTIMATE CLUB

www.CenterGroveUltimateClub.org



Building Ultimate Pride at Center Grove High School Since 2003

Spirit Wear Chair

Term: One year

Duration: Two segments of 1 month each

Summary: Facilitate the creation, sale, and distribution of spirit wear items without operating at a loss, to help build our brand and community pride

Responsibilities:

- Design spirit wear logo
- Investigate desired items
- Research prices and set margins
- Create order form and set deadline
- Distribute copies to all players and families at indoor callout meeting and throughout indoor league
- Collect and tabulate all orders
- Place orders
- Bag, label, and distribute items to families

Goal: Reach every player, parent, coach, and alumni with the order form, and sell at least \$2,000 retail worth of merchandise

Suggested Path of Communication: Report to Board with occasional progress. If you have radical ideas or want to make major changes request approval from the Board. For minor details and day to day things, feel free to work in a fashion that suits you best but ensures the goal is met in a quality way. Recruit other parents to work with or delegate things to as you see fit, depending on the size of various tasks and your ability to complete them with/without aid. Remember that, while you are free to create your own committee to help you, the chair is solely responsible for ensuring the goal is reached and for making the committee successful.

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This timeline is meant to be used as a helpful tool with a guideline of activities involved with selling spirit wear.

Timeline: Winter Spirit Wear Order

- November 4th – Finalize logo, prices, and order form
- November 7th – Send electronic copy to be added to the website
- November 9th – Print order forms for every player, as well as some extras to hand out later
- November 13th – Distribute packets at winter call-out meeting (last day before fall break). Just give them to the coach and he will distribute them when he distributes information for indoor league
- November 14th-27th – Over fall break periodically have reminders sent out via email and social media
- December 4th – Collect orders and begin to tabulate item counts (same day indoor league fees are due)
- December 7th – Place order with item provider(s)
- December 9th – Report profit made to the Board
- December 28th – Organize, bag, and label all orders, with original order form inside
- December 30th – Check for mistakes/missing items and follow up to have them fixed/ordered
- January 5th – Distribute spirit wear items at first two days of indoor league

Timeline: Spring Spirit Wear Order

- February 28th – Finalize spring order form, by adjusting winter items to spring items. Typically this is a smaller order than in the winter in terms of number of items.
- March 1st – Print order forms for every player, as well as some extras to hand out later
- March 3rd – Distribute packets at spring call-out meeting. Just give them to the coach and he will distribute them when he distributes information for the spring.
- March 18th – Collect orders and begin to tabulate item counts (same day spring team fees are due)
- March 19th – Place order with item provider(s)
- March 21st – Report profit made to Board
- April 2nd – Organize, bag, and label all orders with original order form inside
- April 4th – Check for mistakes/missing items and follow up to have them fixed/ordered
- April 6th – Deliver spirit wear items to coach, to have them distributed at next practice

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SPIRIT WEAR ORDER FORM



2015 SEASON SPIRIT WEAR LOGO

NAME: _____
 PHONE: _____
 PAYMENT METHOD: CASH OR CHECK # _____

ORDER/PAYMENT DUE

DECEMBER 4, 2014

**MAKE CHECK PAYABLE TO
 CENTER GROVE ULTIMATE CLUB**





ITEM & DESCRIPTION		QUANTITY	SIZE S M L XL XXL	COST EACH	\$5 FOR NAME (write)	SUBTOTAL	TOTAL
<p>NAVY W/WHITE COLOR BLOCK HOODIE LOGO PRINTED ACROSS FRONT MENS SIZES</p>		_____ _____ _____	_____ _____ _____	\$45	_____ _____ _____		
<p>NAVY ZIP-UP HOODIE GRAY CONTRAST HOOD LINING LOGO PRINTED LEFT CHEST MENS SIZES</p>		_____ _____ _____	_____ _____ _____	\$35	_____ _____ _____		


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<p>WHITE PULLOVER HOODIE LOGO PRINTED ACROSS FRONT MENS SIZES</p>		<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>\$26</p>	<p>_____</p> <p>_____</p> <p>_____</p>		
<p>HOODED JACKET LOGO EMBROIDERED UPPER LEFT CHEST LIGHTWEIGHT, WIND/WATER RESISTANT GREY JERSEY LINING FRONT ZIPPERED, SIDE POCKETS MENS SIZE</p>		<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>\$48</p>	<p>_____</p> <p>_____</p> <p>_____</p>		
<p>LADIES HOODIE VINTAGE HEATHER NAVY LONGER BODY FIT AND SLEEVES LOGO PRINTED ACROSS FRONT JUNIOR SIZES</p>		<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>\$35</p>	<p>_____</p> <p>_____</p> <p>_____</p>		
<p>MENS PULLOVER LOGO EMBROIDERED LEFT CHEST SOFT POLY/SPANDEX WITH SUEDED SURFACE THUMBHOLES AT CUFF</p>		<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>\$45</p>	<p>_____</p> <p>_____</p> <p>_____</p>		

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<p>SWEATPANTS – OPEN BOTTOM HEM TROJAN LOGO PRINTED AT HIP ELASTIC DRAWSTRING WAISTBAND SIDE POCKETS MENS SIZES</p>		<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>	<p>\$35</p>			
<p>KNIT BEANIE CAP EMBROIDERED TROJAN ON FRONT “CENTER GROVE ULTIMATE CLUB” ON BACK</p>		<p>_____</p>	<p>ONE SIZE</p>	<p>\$18</p>			
<p>KNIT HEADBAND EMBROIDERED TROJAN</p>		<p>_____</p>	<p>ONE SIZE</p>	<p>\$16</p>			
<p>POM BEANIE EMBROIDERED TROJAN</p>		<p>_____</p>	<p>ONE SIZE</p>	<p>\$18</p>			
<p>NAVY DRAWSTRING BAG PRINTED LOGO ON FRONT</p> <p>FRONT ZIPPED POCKET REINFORCED GROMMETS</p>		<p>_____</p>	<p>ONE SIZE</p>	<p>\$16</p>	<p>_____</p> <p>ADD \$5 FOR NAME ON FRONT</p>		

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<p style="text-align: center;">LANYARD CENTER GROVE ULTIMATE CLUB LANYARD WITH SWEVEL HOOK FOR KEYS OR ID BADGE</p>		<p style="text-align: center;">_____</p>	<p style="text-align: center;">ONE SIZE</p>	<p style="text-align: center;">\$5</p>			
<p style="text-align: center;">YARD SIGN PRINTED FRONT & BACK PLASTIC CORRUGATED WITH METAL STAKES</p>		<p style="text-align: center;">_____</p>	<p style="text-align: center;">18" x 24"</p>	<p style="text-align: center;">\$20</p>			
<p style="text-align: center;">CLEAR DECAL</p>		<p style="text-align: center;">_____</p>	<p style="text-align: center;">5½ x 3½</p>	<p style="text-align: center;">\$5</p>			
<p style="text-align: center;">CENTER GROVE STATE CHAMPIONS DISC USAU STANDARD ULTRASTAR HOT STAMPED WITH CUSTOM DESIGN</p>		<p style="text-align: center;">_____</p>	<p style="text-align: center;">175 GRAM</p>	<p style="text-align: center;">\$10</p>			
					TOTALS		

8/16/2015