



FWC PTF Uniform Resale Instruction Sheet and Frequently Asked Questions

SELLERS INSTRUCTIONS

- Items must be labeled with completed envelope and pinned to each item BEFORE dropping them off.
- Only neat and clean current FWC Uniforms will be accepted.
- Spirit wear, accessories and athletic uniforms (not personalized) will be accepted.
- A required \$10 participation fee to the PTF will be collected at uniform drop-off, in part to defray the cost of supplies and materials.
- The inventory sheet is OPTIONAL for your information only and does not need to be dropped off with your clothing to the PTF.
- All items MUST BE ON HANGERS (except for shorts).
- Sellers must fill out envelopes with all required information (See Sample Envelope) and safety pinned to each individual item.
- Whole dollars must be used when pricing items – Lower prices sell the best!
- A Seller's Release and Pick-Up Consent Form MUST be completed and turned in at drop-off.
- Unsold clothing and/or money envelopes MUST be picked-up during the designated Pick-Up time on the day of the sale; items and/or money NOT picked up during the designated time will be donated to the FWC PTF.
- Sellers release items at their own risk. FWC, FWC PTF and/or volunteers are not responsible for lost, stolen or unclaimed clothing or money.

BUYERS INSTRUCTIONS

- CASH ONLY! Please bring small bills to the sale; we will have limited amounts on-hand for change.
- Write your NAME and PHONE NUMBER on the back of the individual envelopes of the items you wish to purchase.
- Every item MUST be paid for separately in the individual attached envelope, even if from the same person.

FWC PTF Uniform Resale Frequently Asked Questions

How do I decide on the price of my items?

- People are looking for bargains – the lower the better. ALWAYS use WHOLE dollars when pricing!

Why do you ask sellers to give \$10 donation for selling items?

- This is a FWC PTF fundraiser and the money helps cover the cost of materials and supplies.

Why bring so many \$1 bills?

- We will have a very limited amount of change available, so we depend on you to bring plenty of \$1, \$5 and \$10 bills to purchase your items.

What is the point of the OPTIONAL Inventory Form and do I need to use it?

- This can help you keep track of your sold and unsold items and money envelopes. It is only for your benefit and is not required to be submitted with the Consent Form.

Why is my name and phone number needed on the back of the envelopes of the items I purchase?

- If there is a discrepancy, the seller will be able to contact you.

Why must every item be paid for separately, even though I am purchasing multiple items from the same seller?

- It is easier for the seller to inventory all items sold if they are paid for separately and also easier for us to track at pick-up.

Can I shop when I drop off my items?

- There is NO EARLY BIRD SHOPPING! Drop-off times are strictly for Resale sorting and preparations.

Can I have someone else pick-up my unsold items and money?

- YES, but you must designate that person on your “Seller’s Required Release and Pick-Up Consent Form”.

Will the Cardinal Store be open at this time to buy new items?

- YES, the Cardinal Store will be open during the Uniform Re-Sale.

Where do my unsold clothes go if I donate them?

- Donated clothes will be given to a local, underprivileged school.

What if I’m missing some items when I come back to claim my unsold clothes? Will the PTF pay me for those items?

- FWC, FWC PTF and volunteers are NOT RESPONSIBLE for lost, stolen or unclaimed items and/or money. Please make sure your envelopes are securely safety pinned to each item!

**FWC PTF Uniform Resale
Frequently Asked Questions (cont.)**

If I'm running late to pick up my unsold clothes and/or money, can you just wait on me, put them in the school or keep my items for me to pick up at another time?

- NO! All unclaimed money and unsold clothes will be donated to the PTF at the end of the designated pick-up time on the day of the sale. You can authorize someone to pick-up your unsold items and money on the "Seller's Required Release and Pick-Up Consent Form" during the designed pick-up time if you are personally unable to come.

If I only sell a small amount of items, can I get my \$10 participation fee refunded?

- No. The \$10 participation fee is REQUIRED by everyone, non-refundable and is not adjusted based on the amount an individual sells or does not sell. This is a PTF fundraiser and your \$10 donation is greatly appreciated!