

## **St. Elizabeth Ann Seton School PSA Used Uniform Store Donation/Consignment Policy**

Thank you for supporting the PSA Used Uniform Store. The store is truly a valuable resource for many families. Please find our donation and consignment policies below.

1. We ask for only gently used items. Uniforms with rips, stains or alterations cannot be sold in the PSA Used Uniform Store and will be donated to an outside source or discarded as indicated.
2. If consigning an item, please attach an envelope to your item with the following information printed clearly: Your name, phone number, email address, oldest child's name and grade, type of item and size. You will be notified by email or phone if you have money for "pick-up" and it will be available in either the Spirit Store or at the front desk during regular hours. Money not picked up within 30 days of notification will be forfeited to the school.
3. Donated items do not need an envelope attached as PSA Used Uniform volunteers will sort and label items. Money raised from donated items generously helps to support and fund PSA events and activities throughout the year.
4. Item pricing and store sales will be determined by PSA Used Uniform volunteers and approved by the St. Elizabeth Ann Seton School administration. From time to time, sales are held if a large amount of inventory has accumulated. During store sales all donated and consigned items will be sold at the sale prices.
5. Due to constant inventory fluctuations and storage space restrictions, there will be times throughout the year when certain items cannot be accepted for consignment. PSA Used Uniform volunteers will be responsible for communicating this information to the school community. In addition, outdated outerwear and spirit wear cannot be sold in Used Uniform. These items will be donated to an outside organization if received.
6. Only Parker Uniform items and Mills Uniform Company items can be accepted and sold in PSA Used Uniform.
7. If a family will not be returning to SEAS for the current school year, their "consigned" items will remain "consigned" for only 1 year from their graduation or withdrawal and then will become "donated" items to PSA Used Uniform once the school year begins. Also, families who change schools during the school year are welcome to donate their items to PSA Used Uniform. Unfortunately, PSA Used Uniform cannot manage consigned items for families who need to leave mid-year. \*Thank you in advance for understanding these necessary changes. It's becoming increasingly difficult to properly manage money exchanges once a family is no longer enrolled at the school\*

*Updated 6.2020*