



# OLV Consignment Shop Guidelines



## How does the OLV Consignment Shop work?

Families help each other by selling their gently used uniforms. The contributing families then have a choice to receive 50% return of the sale price or donate the proceeds back to the school. All sales or the remaining 50% portion are donated to the OLV PTO to support school programs & costs. Donations of 100% of sale are always welcome & accepted!

## Logistics of Consigned Clothing:

1. Place **CLEAN** uniform pieces in a bag in the designated bin in the vestibule of the school building. If you wish to receive compensation from the sale of your donation, please be sure to identify your family name and contact information on the bag with uniforms.
2. Consignment Shop Volunteers will sort and tag uniforms for sale. (These volunteers have first choice on uniforms before they hit the Consignment Shop!)
3. Tags are marked with the family name to ensure traceability of each item until it sells.

## Logistics of Unacceptable Clothing:

1. Uniforms not suitable for resale will be placed in the *Detroit Public Schools Donation Boxes*
2. Uniforms with holes or stains are placed in the *Detroit Public Schools Donation Boxes*
3. Donation letters are sent to all contributing families with OLV Schools tax ID number for submission with taxes

## **The Consignment Shop:** found in basement of school, just past Music & Computer Rooms

1. Uniforms are sold in the Consignment Shop located on the lower level of the school building just past the Music & Computer room on the left hand side, past the double doors.
2. The Consignment Shop inventory is available to all OLV parents throughout the school year with detailed instructions found inside the store. Simply ask the office staff for the key and follow these steps to make sure everyone gets paid.
  - a. When you have selected the items you wish to purchase, please remove the tag from each item.
  - b. Using the price list, total your items and turn in cash or check + TAGS to the main office.
  - c. Please return key to the main office.
3. Consignment Shop Sales with experienced volunteers occur 3 times a year & is posted on DynaCalendar:
  - a. Fall (September)
  - b. Winter (January)
  - c. Spring (April)
4. During Consignment Shop Sales, volunteers assist shoppers with checking out and accepting payment.
5. Contributing families receive cash money within 2 weeks POST the sale. The funds are tracked & calculated based on which of their items sell. Funds are sent home via their oldest child's backpack unless they have left the school (these funds are mailed to their home).