

Carlisle Public Schools Graduation Tee Shirt Subcommittee Guide

* Remember to keep all of your receipts and be sure to have the PTO Tax Exempt ID form with you when you make purchases. This will mean you will not pay Massachusetts retail tax on your purchases. The class treasurer will reimburse you, but not for any tax. Ask the co-chairs for the Tax ID form.

Budget: There is no budget for this, students pay for their shirts

Timeline: January - February

Overview: This is an optional idea for the students. Using a local vendor and the PTO website, design a shirt that has all of the graduates names and/or signatures on the back. Ask the PTO to sell the shirts on their website. Price the shirts to cover the processing fees of the website and just a dollar or so above the cost of the shirt. The point is to get the graduates a shirt, not to make a profit.

January

- Work with 8th Grade teachers to determine if they/students would like to purchase a tee shirt with all graduates names on the back. If they say yes then proceed...
- Contact vendor to see how long it will take to print the shirts
- Let the Class Treasurer know that the sale is happening and that the PTO will have money for them and that you will be requesting a check to pay for the order.
- Create a timeline that includes time to set up the sale on the website, create the graphic for the shirt, for the shirt to be printed and time to deliver the shirts. Ideally, you'd want the shirts to arrive well before graduation so the students can enjoy them
- Get list of graduate names from Graduation Co-Chairs
- Create list in chosen font to be printed on the shirts on computer
- Create image of shirt you will sell - this is for the website where they can buy the shirt
- Ask PTO if you can sell the shirt on the PTO website - this will have to be timed such that it does not compete with the PTO Spirit Shirt or other apparel sales.
- Work with PTO to get image, pricing, description and deadline on PTO website
- Once sale has closed ask PTO to generate an order list - this is an export from the website
- Bring order and image to vendor, receive invoice - *bring Tax ID form. Ask vendor for delivery date
- Ask the PTO to transfer the funds to the class treasurer
- Ask class treasurer to cut check for vendor based on invoice
- Pick up shirts when they are ready
- Distribute shirts to students - in classrooms or to their homes

Suggested Vendor:

Action Graphics / Billerica Sportswear

Jack DaRosa

306 Boston Road

Billerica MA 01821

(978) 362-0443

actiongraphicsma@gmail.com