

## **Plan of Work (POW) for the Used Uniform Lead**

Maintain used uniform inventory and schedule/coordinate uniform sales four times a year. Maintain Lost and Found quarterly.

Collect used uniforms throughout the summer and school year from bin located in Front Office. Wash and return to inventory racks in PSO storage closet.

Maintain PSO inventory spreadsheet.

Coordinate uniform sales with Archway, aside from the beginning of the year sale at Peter Piper Pizza. Instead hold a sale on Meet the Teacher night for Lincoln Prep.

Go through lost and found each quarter, sorting by trash, goodwill, and uniform sale.

Wash all lost items to be put in the uniform sale and add them to the inventory.

Recruit volunteers to be on your committee and schedule them as needed to assist you with sales, and laundering of uniforms as needed. As monies are collected, fill out a deposit slip and place the proceeds in the deposit bag, located in the locked PSO drawer in the Front Office.

Communicate with President as to what dates the sales will take place ahead of time in order to advertise properly (i.e., the weekly newsletter, sandwich boards, and fliers if needed).