

Jefferson Middle School PTA

# Final Report

**School Year:** [Click here to enter text.](#)

**Committee/Activity:** Spirit Wear

**Chairperson:** Amy Shannon-Spector

**Job Description:** work with vendor to decide which logos and what pieces to offer for spirit wear sale

**What we did/ accomplished:** Worked with Mike Shields (**Shields Embroidery & Promos** 4156 Library Road, Bldg 2, Suite 1B Pittsburgh, PA 15234 412-303-5735 (cell) 412-531-2321 (office) 412-531-9321 (fax) [shieldsemb@gmail.com](mailto:shieldsemb@gmail.com) [mjsump1@gmail.com](mailto:mjsump1@gmail.com)) I told him which logos we wanted (he has them on file). A few times, he's forgotten and used other logos. All I had to do was ask him to use the ones on file. Otherwise, he makes copies of the flyer for all the homeroom classes. I pick them up and distribute to homeroom teacher mailboxes.

I would collect orders and made a spreadsheet of kid name, which products ordered and how much they spent. Mike handles all the money and we get a percentage of his revenue. This year, we started Angel orders, where we use parent donations to pay for a few spirit wear orders—he does those at a discount the money we'd normally make on these is instead taken out so we get these items for cheaper.

When orders are complete, distribute them at JMS. In the spring, I contacted the elementary schools and offered the sale to their fifth grade classes.

**When the job started:** Septemer

**When the job finished:** October

**Monies used/needed /Profit:** No out of pocket cost, just got a check from the vendor for our profit

**Suggestions for next year:** -none

**Other comments (committees, number of people needed, etc.):** [Click here to enter text.](#)

**Miscellaneous Notes**

**Signed:** *Click here to enter text.* **Date:** Click here to enter a date.. **E-mail:**