

# Uniform Swap Guidelines

The St. Stephen's Uniform Swap gives families a way to trade outgrown uniforms with other St. Stephen's families in order to reduce the need to buy costly new uniform pieces. The Uniform Swap Team is not involved in any uniform policy changes. Any changes to uniform policy come from SSA administration.

## The Basics

Families can submit uniforms that they are done with to the Uniform Swap Team during a collection event. There are currently 3 collection events per year: September, January, and May. Our volunteers will evaluate each item and assess its point value. Items will be tagged and entered into the swap. The family will be credited points in our swap bank that are then available for purchasing other items in the swap. A family's point total can be accessed on our website at any time. Items can be accessed during the school year by submitting a request on the website before the cut-off date of each month (published in the Communiqué). The whole Swap Shop is accessible, currently once a year (date for 2017 TBD). At the Swap Shop, families can shop through our whole inventory. Points are used like currency. If a family runs out of points, items can be purchased at \$1 per point.

## Our Website: [www.uniformee.com/?org=SSA](http://www.uniformee.com/?org=SSA)

Features:

- see all the items that are in inventory
- view your purchase and submission history
- check your point total
- make requests for items that are in inventory

Follow this link: [www.uniformee.com/?org=SSA](http://www.uniformee.com/?org=SSA)

Click on “parents”

- Enter our state and click on “SSA”
- The first page is our “shop” page. Here you can search for items that fall specifically under a gender and grade. When all 3 fields are selected, it will show you all the uniform items available for that category (everyday, dress, PE) and if we have any available in the used inventory. There is also a “buy new” drop down menu that will take you directly to the website of the vendor to order that item.
- To view our whole inventory, click on “used inventory” at the top of the window. Here you can search the whole inventory. The top of each column had a drop-down menu to narrow down your search by category.
- To request your history and point total: Click on “account summary” in the top task bar and enter your email address. Your history and current point total will be emailed to you.
- To order a used item from our inventory, click on the cart icon on the left-hand side of the item. This will add it to your cart. When you have added all the items you would like to request, click the “cart” button, enter your email, and click “submit”. This will send your request to the uniform swap coordinator and will also trigger a confirmation email to you.

Please understand that the website is in its early stages of development. We are striving to make it more user-friendly. We are open to suggestions on website usability. Please email any suggestions, problems, or questions to the “contact” button at the bottom of the website screen. If you have policy questions or questions about a particular item, please contact Karissa at [uniformswap@ststephensacademy.com](mailto:uniformswap@ststephensacademy.com).

## Uniform Submission and Evaluation Guidelines

Uniform collection events will occur 2-3 times a year and will be announced in the Communicate. During these events, families can submit uniform pieces for points. Ideally, these events will occur in August/September, January, and May/June.

- When submitting uniform pieces, place items in a bag that is clearly labeled with the family name and include a submission for (can be found in the office during collection events or can be printed from the SSA website).
- Families should only submit approved items, styles, and brands, designated by the uniform policy defined in the Parent/Student Handbook. If there is a dispute about the brand or style of a uniform piece, we defer to SSA administration. We will do our best to only stock current uniform policy items, styles, and brands.
- The swap can only accept freshly laundered uniforms in excellent or good used condition during the announced collection dates.
- No mending or washing will be done by swap volunteer staff.
- The swap program cannot accept uniforms in fair or poor condition with rips, holes, significant stains, unraveling, etc.
- We do not accept unapproved brands or styles.
- We no longer accept pants or shorts with pleats or the older “puffy” style of fleece jacket/vest. Note: These items are still acceptable to wear according to uniform policy.
- In addition to uniforms, we will accept rhetoric ties, belts, Archers socks, bike shorts, and Dennis Uniform hair accessories. We do **not accept socks** (except Archers athletic socks), shoes, tights, hats, gloves, or general outerwear.

Following a collection event, uniform pieces submitted to the swap will be tagged and credited with swap points. Full points will be given for uniforms in excellent condition, and lesser points given for uniforms in good condition. Parent volunteers will do their best to thoroughly examine each garment. If one evaluation volunteer deems an item unsatisfactory, this will be confirmed by a 2<sup>nd</sup> evaluator before the item is rejected. These items will either be returned to the owner (if indicated on the submission for) or donated to a local charity).

- **Excellent condition:** Like new. No obvious signs of wear such as pilling, fading, thinning at the knees, discoloration either localized or generally, etc.
- **Good condition:** Slight signs of wear. Some pilling, minor signs of use.
- **Fair or Poor condition (will be rejected):** Obvious signs of wear, stains, fading, holes, discoloration, stretching/misshaping, etc.

Points from all items submitted will be totaled and banked under the family name. Once uniforms are accepted into the swap program and credited with swap points they cannot be returned. Any uniforms submitted between collection events will be evaluated at the next collection event unless prior arrangements have been made with the Uniform Swap Coordinators. Evaluation of uniforms will not take place during a uniform Swap Shop event.

## Swap Points

After uniforms are collected and evaluated, the families that contributed uniform pieces can check our website for their point total. Families can shop (either by making a request or shopping at the Swap Shop) from the uniform inventory with their accumulated points. Any unused points will be banked as long as the family has at least one student enrolled at SSA. Points carry over indefinitely until used or the family has no students enrolled at SSA. In the case of the latter, points will be donated to the community points pool, unless otherwise specified by the leaving family.

## Donations

Families who have no future need for uniforms or who feel they have enough points are encouraged to donate their uniforms. Donated uniforms will be evaluated for points. These points are added to the scholarship points pool. Each June, this pool of points is distributed to scholarship members of the St. Stephen's family, as determined by school administration.

At any time, a family can donate points to the scholarship point pool or to another SSA family. This can be done in person at the swap or via email request to [uniformswap@ststephensacademy.com](mailto:uniformswap@ststephensacademy.com).

## Making a Request for Items

During the school year, the swap inventory can be accessed by making a request via the uniform swap's website ([www.uniformee.com/?org=SSA](http://www.uniformee.com/?org=SSA)).

1. Log onto the above link.
2. Find the item(s) that you want
3. Click on the tiny shopping cart to the left of any item you would like to order. This will add it to your cart. When finished shopping, click on the "cart" button.
4. Fill in your email address and submit

Any requests made by the 1<sup>st</sup> Tuesday of each month will be filled by the 1<sup>st</sup> Thursday of the month. Uniform requests will be filled only once per month. Points will be deducted automatically upon delivery. If points are not available, payment must be made at the front desk in the provided envelope, before the items can leave the building. On delivery day, requested items will be put in a sack labelled with your name and delivered to the North Campus office. Please see our return policy for any items that do not work.

*Requests during the Summer months (any request made between the first Tuesday in May and the first Tuesday in September):*

Summer requests will be filled only after the Swap Shop day and at the convenience of the coordinators.

Uniforms are kept inside the attic at Evergreen Presbyterian Church. As access of the uniforms is very limited, requests during the summer months may be impossible. Sometimes, inventory may be out of the attic for various reasons. If access is easy, we will take requests. Pick-up for summer request will be at North Campus during office hours or at the Uniform Swap Coordinator's home.

## Returns

Uniform items purchased through a request or during the Swap Shop can be returned for points only (even if payment was made in cash). If you need to make a return, contact the Uniform Swap Coordinator at [uniformswap@ststephensacademy.com](mailto:uniformswap@ststephensacademy.com) regarding the return, then place the returned items in a sack labeled with the family's name and leave it at the front desk. If the item still has the tag on it, the item will be returned in our system and will show up as a "return" on the family's history. If the tag has been removed, the item will be reevaluated during the next collection event and the points credited to the family at that time.

## Swap Shop

Currently, the Swap Shop is scheduled once a year. During this event, all of the swap inventory will be displayed, and families can shop for their needs.

Uniform items can be purchased with banked points from uniforms turned in to the swap and/or cash at \$1 per point. This will allow incoming families and current families who did not submit uniforms to participate, and will also allow families to increase their ability to purchase over and above the points they accrue from submitting uniforms.

Items are evaluated as carefully as possible during tagging, but families who obtain items at the Swap Shop are responsible for carefully inspecting items for size and condition.

### *Inventory*

Inventory is based on participation. Because of the large population of younger students enrolled at our school, smaller sizes are more prevalent. Uniform pieces for PE, Logic, and Rhetoric levels are becoming more common, but are still few at this time. Families who participate in the swap understand that the inventory available may not meet all of their uniform needs.

### *Swap Monies*

Any monies collected for payment of Uniform Swap items are put into the Uniform Swap account via the SSA Business Manager. That money is used for Uniform Swap supplies (i.e. bins, tagging items, paper, envelopes, etc.) and for our uniform scholarship program. The Uniform Swap will not use money to purchase uniform pieces from families or from a retail establishment.

## **Swap Scholarships**

There are two uniform scholarship programs currently in place. Both programs are only available to families identified by SSA administration through the financial aid program. Families who qualify will be notified in May via email of any uniform benefits that are available that year. Neither of these options are guaranteed.

### *Scholarship Point Pool*

The points for any uniforms that are donated to the swap will be added to the scholarship points pool. Each year before the swap in June, scholarship families identified by SSA administration will receive points from that pool to shop with during that month only. These points cannot be banked for future use. The number of points given to each family is determined by the amount of points currently in the pool, divided equally to all the enrolled students of said scholarship families.

### *Monetary Scholarships*

If funds allow, scholarship gift cards to Lands End or Dennis will also be issued in June to the above-mentioned scholarship families. The available funds will be equally divided by the number of qualifying students. Families who qualify will be notified by email and given instructions on how to retrieve their scholarship gift card.

## **Swap Volunteers**

It takes many hands to run this program. It is ideal to have two co-coordinators at all times, as well as many on-call volunteers. This program is run strictly on the volunteer efforts of our parents. During the year, it is possible that the swap will need parents to evaluate, tag, and inventory uniforms. During the Swap Shop, the swap will need cashiers, assistant shoppers, and volunteers who are familiar with the uniform policies ready to answer questions. Volunteer opportunities will be first announced to those who have asked to be notified via the volunteer survey at the beginning of each school year. These volunteers will be part of a group email list that the coordinator will contact when need arises. If volunteer need is not filled with the above group, a general announcement will go out in the all-school Arrow newsletter.

### *Evaluation*

Evaluating and tagging uniforms is an important job that requires some training. Training will be provided by the Coordinators. Evaluators will be trained to be as objective as possible. Evaluation volunteers will not evaluate uniforms they themselves submit and should not evaluate the uniforms of close friends, if at all possible.

## *Volunteer Hours*

Time spent helping the Uniform Swap counts toward the SSA volunteer hour requirement. Any volunteer hours will be attributed to the current school year's volunteer requirement. Any summer volunteer hours put in before July 1 will be applied to the old school year; hours completed after July 1 will be applied to the new school year.

## *Other Benefits*

Due to the nature of the work, Uniform Swap volunteers see the inventory first. Volunteers who help with inventory evaluation will see the items that come into inventory. Thus, they will know what is available and can put items on hold during their volunteer shifts. Volunteers who help during the Swap Shop events will get to shop before the shop hours start so that they can fully do their jobs once the shop opens. **Anyone can volunteer!** Get added to the Uniform Swap volunteer team by signing up on the volunteer survey at the beginning of the year or by emailing the Uniform Swap Coordinators at [uniformswap@ststephensacademy.com](mailto:uniformswap@ststephensacademy.com). The volunteer team will be emailed first when volunteers are needed. Volunteers will be limited, must be arranged ahead of time, and are on a first-come-first-served basis.

## **FAQs**

### **1. Why can't I submit uniforms at any time for points?**

For integrity purposes, it takes at least two people to evaluate and tag new inventory. In addition, due to storage limitations, it is much more convenient to intake inventory in large batches. If the Uniform Swap Team decides it is necessary, we will add a 4th collection event to the school year to accommodate for more inventory.

### **2. Why can't you fill requests at any time?**

Again, this is a storage issue. Our inventory is being stored in the attic of Evergreen Presbyterian Church. The team is trying to avoid going up into the attic too often. We will be going up once a month to retrieve any requests.

### **3. Why don't you do another Swap Shop?**

This question is one of the reasons that we started offering to retrieve items during the year. Not setting up all of the inventory more than once a year is complicated, but it mostly comes down to time and interest level of the school body. It takes more than a dozen people and many hours of preparation to run the swap. We want to make sure that we are not wasting the time of our volunteers. The possibility for a 2nd swap date is being considered.