

Uniform Swap Guidelines

2016-2017 AHS School Year

We will accept school uniform items approved for the 2016-2017 school year that are not being phased out.

We will NOT accept the following items:

- Clothing for Shakespeare Week
- Ballroom/dance clothes
- Shoes

Procedures for acceptance from Uniform Committee guidelines: We can only accept **gently used clean clothing**. Please compare uniform items to be sold with new uniform items to see if they really are gently used. All items submitted will be examined to see if they fall within guidelines of the uniform policy. The following will be examined **and not included in the swap**:

- graying shirts
- stained shirts
- faded shirts
- pants with faded knees, etc.

Any unapproved clothing turned in will be donated to a charitable cause. We suggest you inspect for:

- stains on cuffs, underarms, front/back of each item
- broken zippers
- missing buttons
- holes
- grease stains, etc.

Using a SAFETY pin, attach the uniform swap form to the item through a hole made by a hole punch.

(form found at http://www.american-heritage.org/Content/ManagedDocs/Uniform_Swap_Form.pdf or once on the American-Heritage homepage, click on Tools, Document Library, Parent Documents, Uniform Swap Form -under Uniform Documents) Include one Self-Addressed Stamped Envelope with each item. The stamp on the envelope must be a Forever Stamp. If you do not provide an envelope or the correct stamp, you may not receive payment for items sold. Unless arrangements are made in advance to pick up unsold items, we will include them in future sales. Uniform Swap items are kept in a secure place on campus and can also be purchased throughout the year by making an appointment with an approved person to sell the items. (see below)

Turn in items to the office with a self-addressed stamped envelope **four days before** the scheduled Uniform Swap. Anything turned in after that will be prepared for the next swap. Nothing will be accepted the day of the swap. We will be happy to include your items in any uniform sale throughout the coming year.

On the day of Uniform Swap - Monday, June 6, 11:30 p.m. - 2:00 p.m. on campus:

- Please be courteous during the uniform swap.
- If you are unclear as to how many uniforms to purchase, please ask us. We will be happy to assist you.
- **NO CASH WILL BE ACCEPTED.** All items must be paid for by check. A separate check will need to be written to each seller.
- **DO NOT** seal up envelope with check inside before giving it to a Uniform Swap team member. We will not accept sealed envelopes.

For questions regarding the uniform swap please contact Annie Cowley at (801) 801-796-3640 or greggcowley@gmail.com.

All items, once donated, will become property of school but will be sold at some point and payment will be made to you through your self-addressed stamped envelope attached to the item.

This is a service of the Parent Organization. We make every attempt to make sure uniforms are taken care of properly. We are not responsible for lost or stolen pieces or labels and envelopes that fall off of items.