



**CAPALABA STATE COLLEGE**  
**PARENTS & CITIZENS ASSOCIATION**

## Second-Hand Uniform Shop Procedures

Updated 20<sup>th</sup> March 2022

Proposed amendments for review 20<sup>th</sup> March 2023

### **1 Rationale**

Capalaba State College Parents & Citizens (P&C) Association is committed to providing the school community with an affordable uniform option to purchase second-hand uniforms through the second-hand uniform shop (the uniform shop). The aim is to give every student the opportunity to wear the Capalaba State College (the College) Uniform with pride by providing access to affordable clothing options. These procedures are reviewed annually at each P&C annual general meeting for continued acceptance by the association.

The operating guidelines include (but are not limited to):

- processes and procedures
- reporting expectations and processes
- annual operation plan
- budget (including expected income, planned expenditure, working capital and special purpose funds) process for the return of surplus funds.

### **2 Location**

The uniform shop is hosted within the P&C room located on the Junior Campus near the tennis courts on School Rd, Capalaba.

### **3 Opening times**

By appointment only.

### **4 Volunteers (including Coordinator)**

Must be members of the P&C. All roles are honorary and therefore engaged on a volunteer basis. The Coordinator is the only uniform shop role endorsed annually at the P&C Annual General Meeting.

The Uniform Shop volunteers must participate in annual training, which includes the Department of Education's Mandatory All-Staff Training Program (updated annually) and Asbestos Awareness. The declaration for the mandatory all-staff training program and asbestos awareness must be returned to the P&C.

All volunteers for the uniform shop must sign in and out using the sign in sheets provided at the entrance, this may be in the form of an electronic register (including attendance records kept within the electronic appointment management system).

### **5 Reporting**

An update of 2<sup>nd</sup> Hand Uniform Shop activities is to be provided to the P&C Secretary [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au) 10 days prior to each General Meeting. A Coordinator's attendance at P&C meetings is not required however is encouraged.

## **6 Health, Safety and Wellbeing**

- The wellbeing of volunteers is important. Appointments only with volunteers managing their own availability helps manage their wellbeing and workload.
- In the event of any incidents, please report to [president@capalabascpandc.com.au](mailto:president@capalabascpandc.com.au) and [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au).
- The WH&S Checklist must be completed and submitted annually by the end of Term 3 to ensure compliance and identify areas that need to be addressed prior to reopening for the next year. The checklist may include, but not limited to:
  - Cleaning process
  - First Aid kit provisions
  - Safety Data Sheets for all approved hazardous substances on site
  - Mandatory Training
  - Signage
  - General Housekeeping
- All volunteers should make efforts before each appointment to ensure the room is clean, tidy and in good order, paying particular attention to any obvious hazards and risks (e.g., trip hazards). In the event of wet weather regular mopping is advised.

## **7 Stock and Equipment**

All stocked and equipment purchased for the running of the 2<sup>nd</sup> Hand Uniform Shop remains the property of the P&C Association. Should items be needed for another P&C purpose they should be made available at the request of the P&C executive, where the request is reasonable and does not interfere with the purpose or function of the 2<sup>nd</sup> Hand Uniform Shop. If any P&C owned stock or equipment is kept in locked storage, a key must be held by one of the P&C executive team.

## **8 Stocktake**

Stocktakes must be completed at least every quarter (at the end of each term). To conduct a stocktake, one person should count while another checks and records. When stock take is completed a breakdown of both consignment and P&C stock should be noted.

## **9 Opening Procedure**

1. Collect keys from admin office (including any uniforms to be sold, if any)
2. Open and secure door
3. Turn on lights/fans.
4. Sign in.
5. Wash/sanitise hands.
6. Open windows and blinds if necessary
7. Remove tablet and square reader from safe
8. Connect tablet and square reader to chargers.
9. Turn on, set up and prepare tablet and square ready for sales

## **10 Closing Procedure**

1. Email any new consignment forms to P&C Treasurer
2. Print out the daily sales sheet from SQUARE and staple to all tags from uniforms sold.
3. Wipe /disinfect all tables, benches light switches and door handles
4. Ensure all product is neat and room in tidy

5. Vacuum floor/ mop if necessary
6. Close windows and blinds if opened
7. Sign out.
8. Wash/sanitise hands.
9. Turn of lights/fans
10. Engage lock on door.
11. Close/lock door
12. Double check that door is locked.
13. Return keys to the admin office.

## **11 Cleaning schedule**

*Weekly – or as per appointment timeslot (many hands make light work if everyone does a little at a time!)*

1. Wipe /disinfect all tables, benches, light switches, and door handles
2. Ensure all product is neat and room in tidy
3. Vacuum floor/ mop if necessary
4. If any dishes/cups/cutlery have been must, they must be washed, dried, and packed away.
5. Rubbish bin is to be cleared, with a new rubbish bin liner to be replaced

## **12 Consignment**

Consignment is the process where an individual sells items through the uniform shop and the seller receives a portion of the sale. In the case of consignments the following conditions are relevant:

- Items must be part of the CURRENT Capalaba State College uniform.
- Each item must be labelled with the seller's consignment number.
- Items must be CLEAN, IRONED & IN GOOD REPAIR.
- The seller will be requested to nominate a selling price; however, the P&C will alter the nominated sale price if the condition of the uniform does not meet the specified standards.
- Twenty- five percent (25%) is taken off the sale profit for Capalaba State College P&C, this accommodates the SQUARE transaction fee (currently 1.9%).
- Condition of Sale agreements are valid for 12 months from the date the contract was signed. After this date, all sold items will be paid to the seller's account and any remaining/unsold items will become the property of Capalaba State College P&C unless indicated otherwise by the seller on the consignment form.
- If the seller does not wish to donate the remaining items, the seller MUST collect them immediately, or by an agreed arranged. If still not collected within one Term, the uniform will then become the property of Capalaba State College P&C. Sellers must be notified of this at the time of making the arrangement.

### **12.1 Condition of Sale agreement**

All consignments must have a completed, signed, and dated Condition of Sale agreement. If they do not, we must contact the seller to come and complete the form. If unsuccessful then the uniform will be considered as a donation to the P&C.

Steps required:

1. Seller details to be completed in full.
2. Condition of Sale to be explained to the seller. If the form was received via the admin office and has been completed and signed by the seller- then assumption can be made that the seller is fully aware of the conditions and by signing the form, agree to them.
3. Confirmation of whether the seller would like to donate the un-sold items or collect them upon expiry.

4. Description of item, including date, size and asking price.
5. A new identification number is allocated to the seller and written in the top right hand side box.
6. The agreement is then filed in the Consignment Uniform folder, with the use of plastic sleeve (a supply of sleeves can be found in the Uniform filing cabinet).

### **12.2 New Consignments**

- Condition of Sale agreement to be completed in full and signed and dated by the seller. If not dated, then the coordinator is able to do this, on the day they receive the items.
- Any garments without Condition of Sale agreement attached/provided will be treated as a donation to the P&C.
- The seller will be requested to nominate a selling price, however the nominated sale price may be altered by the P&C upon consultation with the seller, if required.
- A tag slip is to be placed on each item, containing the consignment number, item number, item description, size, and price.
- An consignment identification number is allocated, using the next unassigned consignment number located in the Consignment Number Listing. As each consignment has a separate contract of sale, a new consignment should be generated even if that person has previously or currently holds a consignment.
- Place the uniform on the clothes racks, with other like items- ready for sale.
- A copy of the consignment should be emailed to P&C Treasurer
- Each item is then written in the Consignment Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and write down the consignment number, size, and price.

### **12.3 Existing Consignments (Condition of Sale agreement already in place)**

- Any additional uniform brought in by the seller should be considered a NEW CONSIGNMENT and a new contract of sale completed. Follow the New Consignments process.

### **12.4 Sold Consignments**

- When consignment uniform is sold, it is marked off the Condition of Sales agreement, with the sold date recorded and signed by the coordinator dealing with the sale. This can be done later by the coordinator when reviewing the docketts saved from sale days.
- The item is marked as SOLD in the Consignment Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and locate the uniform item. Record the sold date and initial of the coordinator, next to it.
- Once the all the items of the seller, as per the Condition of Sale agreement, have been sold, then a **Payment Request Form**, is to be completed and provided to the P&C Treasurer for verification and payment.
- If the seller, no longer wants to continue with consignments, the Condition of Sale agreement is now ceased and the Condition of Sale agreement is provided to the P&C Treasurer for electronic filing, and the original safely destroyed.
- Should the seller continue to sell on consignment, the Condition of Sale agreement will remain valid along with their identification number.
- The P&C Treasurer will email a copy of the Payment Request Form to the once payment is made.

### **12.5 Expired Consignment (Condition of Sale agreement)**

- Condition of Sale agreements expire after 12 months from the contract date. Upon this, all sold items are paid to the seller's account and any remaining/unsold items become the property of Capalaba State College P&C (unless indicated otherwise by the seller).

- If the seller declines to donate, then they MUST collect them within an agreed timeframe (usually 2 weeks). If still not collected within by the end of the Term, the uniform will then become the property of Capalaba State College P&C. Sellers must be notified of this at the time of making the arrangement.
- The Condition of Sale agreement is then completed by the coordinator, noting whether the remaining items are to be donated or collected by seller.
- The Condition of Sale agreement is now ceased, and the Condition of Sale agreement is provided to the P&C Treasurer for electronic filing, and the original safely destroyed.

## **12.6 Donations**

Whether uniform has been donated to the P&C or provided because of expired consignment agreements- the uniform is to be assessed and determined whether appropriate to sell in the shop, or not. Each uniform must be: Current uniform CLEAN, IRONED & IN GOOD REPAIR

If the uniform is in average condition i.e., has paint stains, missing buttons, broken zips, it is up to the coordinator to determine whether it is to remain in stock at a reduced price, or placed in donation (located in the P&C room).

## **12.7 Tagging System**

All uniform, whether on consignment or donated to the P&C, are to be tagged using one of the tag slips (see enclosed). The tag slip contains information such as:

- Consignment Number (contract of sale agreement number) (if none, then P&C or PNC is to be noted)
- Item Code (generated using SQUARE)
- Item Name
- Size
- Price

## **13 P&C Uniforms**

### **13.1 New P&C Uniforms**

- All garments/uniform are to be assessed and determined whether they meet the following criteria:
  - Items must be part of the CURRENT school uniform.
  - Items must be CLEAN, IRONED & IN GOOD REPAIR.
- The coordinator will nominate a selling price based on the items condition with reference to the pricing of existing stock on hand.
- A tag slip is to be placed on each item, stating P&C (or PNC) as the seller, item description, size, and price.
- Each item is then written in the P&C Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and write down the size and price.
- Then place the uniform on the clothes racks, with other like items- ready for sale.

### **13.2 Sold P&C Uniform**

When P&C uniform is sold, it is marked as SOLD in the P&C Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and locate the uniform item. Record the sold date and initial of the coordinator, next to it.

## **14 Money handling and Payments**

### **14.1 Shop money handling**

A Samsung tablet and a SQUARE card reader are provided for electronic payments. Noting that in early 2023 the Uniform Shop adopted cashless operations in an effort to support volunteer workload.

- A Samsung tablet and a SQUARE card reader are provided for all electronic payments and recording of all cash payments.
- Receipts are optional and can be requested by the purchaser at the time of purchase, either via a txt message or email.
- When it is time to close, the total takings are recorded for the day using sales report that is printed out within the SQUARE app on the receipt printer.

#### **14.2 Consignment Payments**

When consignment uniform is sold, it is marked off the sellers Condition of Sales agreement, with the sold date recorded and signed by the coordinator dealing with the sale.

Once a Term, items that have sold are paid out. This is to occur post Stocktake and upon review by the P&C Treasurer for verification and payment.

Discretion is given to the coordinators to authorise part payment to sellers for some items sold, particularly if the sellers are parents of the school and who will remain as consignors from prep right up to senior level. Payment will be made with notation of the payment details recorded on their Condition of Sale agreement. It will then remain valid along with the seller's identification number.

Should the seller, no longer want to continue with their consignment, the Condition of Sale agreement now ceases, and the Condition of Sale agreement is provided to the P&C Treasurer for electronic filing, and the original safely destroyed.

A copy of the Payment Request form will be emailed to the seller, by the P&C Treasurer once payment has been made.

#### **14.3 Consignment Payment Request Form**

A new Payment Request Form is now available. A Payment Request Form is required, when any consignments have ceased and/or completed and payment is due. Payment Request Forms must be completed in full and provided to the P&C Treasurer for verification and payment.

Steps required:

1. Confirm, all items pertaining to the Consignor have sold? Tick if yes, if no, then provide details in the note section
2. Consignors (aka "Seller) full details
3. A total list of items sold.
4. Name and signature of the coordinator authorising the Payment Request
5. Total amount payable to the consignor
6. If the seller requires a copy, please indicate in the "Notes" section with the seller's email address to send to.

If there are any missing information e.g., bank details, please contact the seller directly with the details provided on the Condition of Sale agreement. Only until all the information is provided, can the P&C Treasurer adequately verify the transaction and hence payment made.

### **15 Record handling**

Currently all records are kept and maintained manually in hard copy format. It hopeful that records can be transitioned to completely electronic in the future.

Folders have been provided with current information. These folders are:

1. **Consignment Uniform**- this folder contains all the information pertaining to Capalaba State College P&C Consignments. Items in the folder, include.
  - a. A list of all Consignment numbers#, past, present, and unallocated
  - b. Active consignment contracts, detailing the seller's details (i.e., name, address, phone number, email, and bank account details).
  - c. An updated list of all uniform under consignment, currently in stock.
2. **P&C Uniform** – this folder contains a detailed list of all the uniforms donated and are currently in stock. All P&C uniforms are identified using the tagging system (see “Point 21”)
3. **Policy and Procedure for the Second-Hand Uniform Shop**- this folder contains the approved Second-Hand Uniform Shop Procedure document, as well as provides guidelines on how to perform daily tasks relating to the operation of the shop. These guidelines include:
  - a. Actions required when dealing with Consignment uniform (see enclosed)
  - b. Actions required when dealing with P&C uniform (see enclosed)
  - c. Actions required when filling in the forms (see enclosed)

The objective is to have procedures and guidelines in place, to create transparency and to assist with all training requirements. Lastly, the folder, contains a supply of forms to be used for the Second-Hand Uniform Shop.

## **16 Donating to Families**

Uniform considered to be in average condition, can be donated to assist families as being in hardship and/or requiring urgent help.



Capalaba State College

Procedure & Policies  
Guidelines and Forms





CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION

P&C Second Hand Uniform Shop

### Consignment Payment Request

Confirmed, all items pertaining to the Consignor have sold?  (Please tick)

Date:	Notes:
Consignment No.:	
Name:	
Phone/Mobile:	
Email:	
ACC#:	

ITEMS SOLD		
Description	Qty	Price
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
Authorised by: _____	Sub-Total:	\$ .
Signature: _____	Less P&C Fee 25%:	\$ .
	<b>TOTAL PAYMENT:</b>	<b>\$ .</b>

(P&C Only)	CONFIRMED PAID
Verified by:	
Date:	
Signed:	

