



Used Uniform Sale Policies & Procedures

Want to Purchase Uniforms?

The Eagle Ridge Academy (ERA) Parent Teacher Organization (PTO) welcomes you to come shop! We typically host a winter sale during conferences and a summer sale in July or August. Specific dates are advertised and appear on the ERA School Calendar. We monitor our inventory of gently-used items for quality and compliance with current ERA uniform policy so you can shop with confidence. Volunteers are also available at sales to answer any questions you might have about uniform policy or practical use.

Want to Donate Uniforms?

First, thank you! Proceeds from donated uniforms benefit a long list of PTO events and services supporting our ERA community. To donate uniform items, just drop them off throughout the school year and summer during regular ERA office hours. Office location and hours change in the summer, so please check the ERA website for current hours and appropriate entrance door. We are only able to accept uniform items that are approved according to ERA's current uniform policy. Items should be in gently-used condition, clean, and without strong odors.

Want to Sell Uniforms?

As a service to our ERA community, the PTO provides individual sellers the opportunity to retain 100% of the profits from the sale of their items, without subtractions for commissions or service fees. Sellers will receive the proceeds from sold items via mailed check provided they comply with the following policies and procedures:

- **Garment Tags:** Each item must include a printed garment tag with all fields completed. Standardized garment tags are available on the PTO page of the ERA website or by clicking [here](#). Tags should be attached with a safety pin (no tape or stick pins, please). We recommend using a piece of tape to reinforce the hole through which you put the safety pin so tags stay attached.

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- Please note that we are not able to tag items for individual sellers. All untagged items will be considered a donation to PTO.
- **Seller Registry:** Every seller must submit their address and contact information to our online PTO Used Uniform Seller Registry [here](#) or on the PTO page of the ERA website. If you have previously submitted your information and it remains unchanged, you do not need to submit for every sale. If you have moved or otherwise need to update your contact information since participating in a prior sale, please complete the form again.
 - Please note: If we do not receive your information via our Seller Registry, we will attempt to contact you. In the event that we are unable to connect, proceeds will be transferred to the PTO.
- **Uniform Drop Off:** Uniforms may be dropped off throughout the school year and summer during regular ERA office hours. Office location and hours change in the summer, so please check the ERA website for current hours and appropriate entrance door.
- **Approved Items Only:** We will only sell uniform items that are approved according to ERA's current uniform policy. Unapproved items will be removed without notice.
- **Item Quality:** Items should be in gently-used condition, clean, and without strong odors. We reserve the right to remove sale items that are in poor condition (e.g., significant staining, holes, severe discoloration, etc.) without separate notification provided to sellers.
- **Unsold Items:** All items placed in the sale become property of the PTO and are stored between sales. After three Used Uniform Sales, unsold items are inspected and either removed (if unsold because of quality) or sent through another three sales (if unsold because of a rare size). Sellers will receive income from any items sold as long as they remain in the sale, but will not be notified of removed items or have items returned.
- **Pricing:** Pricing is at the seller's discretion. However, the following is a breakdown of how the PTO prices their items for your reference:
 - **\$5 Each:** Polo Shirts, Blouses, Oxford Shirts, Shorts, Sweater Vests, Sweatshirts, Spirit Wear, and Accessories (some accessories will sell for less)
 - **\$10 Each:** Pants, Skirts/Skortts, Pink Polo Dresses, Full Sleeve Sweaters, Cardigans, Polar Fleece, and Shoes
 - **\$15 Each:** Plaid Jumpers

Thank you for your interest in the PTO Used Uniform Sale!

Questions? Please email: karen@newmercies.org