

10. Spirit Wear shall:

Coordinate school Spirit Wear orders and distribution in the fall and spring.

Create order form to be included in PTO packet in the fall.

Create and distribute order form in the spring.

Compile and submit order to vendor.

Request deposit and final check for vendor from the Treasurer.

Sort and distribute Spirit Wear when order arrives.

Compile and submit to the Treasurer a spreadsheet of all checks/cash.