

DC PTO *Uniform* RESALE

Thursday, July 16, 2025 ♦ 5:00 PM – 7:30 PM
High School Auditorium

CASH IS NEEDED to purchase sellers' items.
Bring \$1, \$5, and \$10 bills. [Learn more here.](#)



What is the purpose of the Summer Uniform Resale Event?

- Purchase gently-used uniform and spirit wear pieces and approved accessories (ties, hair-bows, shoes, etc.), and other DC accessory items such as lunch totes, hats, blankets, bags, stadium seats, etc.
- Sell or donate gently-used uniform and spirit wear items that no longer fit.

New and Used:

- DC's [Big Blue Store](#) will be open during the Summer Uniform Resale Event if you need to supplement your resale purchases.
- Please sell or donate DC Logo garments, accessories and spirit wear to help lower costs for current families.

Sellers:

- Detailed instructions on how to prepare items are on the next page.
- We welcome items that are gently-used and laundered.
- **Sellers are required to pay \$10.00 to help offset PTO costs.**
- Please have items bagged or boxed (put your name on these if you want them returned), along with your inventory sheet and \$10 donation.
- Hangers are greatly appreciated to help with organizing. **These will not be returned.**
- Money and unsold items should be picked up immediately after the event on Thursday, July 16 between 7:30 PM – 8:30 PM.
- **Unclaimed money and items will be donated to PTO.**

Donations:

- We welcome donations of any gently-used laundered uniforms and spirit wear. Items need to be on hangers and dropped off in the High School Cafeteria by **noon on Thursday, July 16.**
- Proceeds from the sales will support the *Dallas Christian School Parent-Teacher Organization.*
- **We will have a second resale even in January where we will accept only donations.**

Shoppers:

- Remember to shop at least one size bigger to be prepared for growth spurts, and have outerwear on hand for the first cold snap (and air-conditioned classrooms). Remember to have dress uniform pieces, too.
- Come and shop on **Thursday, July 16, from 5:00 PM – 7:30 PM** in the High School Auditorium. **ONLY confirmed volunteers may pre-shop from 4:00 PM-4:45pm.**
- **CASH IS NEEDED to purchase sellers' items.**
- **Bring \$1, \$5, and \$10 dollar bills to pay for items.** Each item is paid for separately in an envelope designated to each item.
- Write your name and phone number on the back of the envelopes of the items you purchase. (Some people pre-print these or use address labels for this purpose.) Every item must be paid for separately – even if you are purchasing multiple items from the same seller. Volunteers will be available to help with this.
- It is helpful to know your student's size in advance. You may bring your student with you and have him/her try on items. Bike shorts/leggings and undershirts/tank tops are recommended for ease of trying-on clothes as there are no changing rooms.
- You may want to bring large bags to carry items home. Smaller ones will be available on site.

Volunteers:

- The *Dallas Christian School Parent-Teacher Organization* appreciates your patronage and time. We need volunteers to help set up, organize, work the sale, and gather remaining seller items for pick-up after the sale, then pack up everything else the next day. Volunteering is a great way to get to know others and welcome new families.
- Volunteers are needed on Wednesday, July 15 and Thursday, July 16.
- **Want to volunteer?** Reserve your time(s) by signing up on the [SignUp Genius](#) or contact an event coordinator (listed below).
- **Confirmed volunteers may pre-shop on Thursday, July 17, 4:00 PM – 4:45 PM.**
- **Volunteer availability is limited and fills quickly, so sign up early!**
- High School students may earn Community Service Hours.

Contact Information:

- **Have questions, suggestions, want to volunteer, or need someone to shop for you?**
Please contact: Jessica Fagin at JessicaFagin.PTO@gmail.com, 214-395-7422,
Kelli Fortenberry at kellishaffer@yahoo.com, 214-886-1632, or Michelle MacDonald at michdmy@gmail.com, 469-964-7322.

Summer Uniform Resale Instructions

Sellers & Donors:

- Fill out an inventory sheet (see attached) for all items being sold at the resale. Your inventory sheet will be returned to you when you pick up your money and unsold items if not donating.
- Bring your completed inventory sheet when dropping off items.
- Please put the following items on hangers: shirts, dresses/jumpers, skirts/skorts, and outerwear. The hanger should look like a question mark when the item is facing you.
- Fill out an envelope for EACH piece of clothing and accessory with the same information as your inventory sheet (item, sex, size, description, and price requested) and your name and phone number (example at bottom of inventory sheet). Indicate if the item has been altered.

- Use whole dollars when pricing your pieces; half of original price is customary, lower sells better. PTO sells accessories for \$2, shirts and bottoms for \$5 or \$10, jumpers/dresses and outerwear for \$10.
- Attach the envelope to clothing with a safety pin (no straight pins please).
- Drop off CLEAN prepared uniforms the week or day prior to the Resale Event.
- Only neat and clean uniform pieces will be accepted.
- Pick up unsold clothing and money earned on Thursday, July 16, from 7:30 PM – 8:30 PM.
- You may donate unsold items to the PTO. Please check the box on your inventory form if you are planning to donate all unsold items. Tax forms will be available upon request.
- Unclaimed items and money will be donated to PTO.
- Sellers release pieces at their own risk. Volunteers are not responsible for lost, stolen, or unclaimed clothing or money envelopes.

MORE INFORMATION ON NEXT PAGE



Summer Uniform Resale Event

Inventory & Consent Form

Seller's Name: _____ Seller's Phone: _____

- ☐ I would like to donate any unsold items.
- ☐ I will pick up my unsold items. Alternate pick-up person: _____

I, _____, understand that any of my unclaimed items and money will be donated to the PTO. Volunteers are not responsible for, and I will not hold the Dallas Christian PTO responsible for, any lost, stolen, or unclaimed clothing or money envelopes.

Payment: Cash Check Venmo Charge

Seller's Signature: _____ Confirmation: _____

ITEM	GENDER	SIZE & INSEAM INCLUDING ALTERATIONS	DESCRIPTION	PRICE

Please make copies of the inventory sheet if needed for additional items.

Sample Envelopes: An envelope needs to be **safety-pinned** to each item you sell.

Item #: 1	Your name & phone Number:
Sex: male/female/unisex	
Size: (include alterations)	Unsold item to be donated?: yes/no
Description: (item name, color, etc.)	Price: \$whole dollars only

Item #: 2	Name & Phone Number:
Sex: Female	Polly Parent 972-786-2023
Size: T05, added pocket	Unsold item to be donated?: Yes
Description: Skirt, plaid	Price: \$5

Sizes: Uniforms have undergone various evolutions throughout the years, and the newest uniforms and spirit wear may be through a different vendor, so here is a general guide:

C - Child	S - Slim	B - Boys (or M - Mens)
Y - Youth	R - Regular	G - Girls (or F - Female)
T- Teen	P - Plus	U - Unisex
J - Junior	H - Husky	L - Ladies
A - Adult		

Child and Youth are similar in sizes, as are Teens, Juniors, and Adults. We typically have all size ranges, from Child 03 through Adult XXXL, in uniform and/or spirit wear. Sometimes original tags and/or placed descriptions will provide gender information to make shopping easier as polos and pants/shorts can be hard to differentiate. The difference is in the placement of the buttons: males' buttons and zippers are on the right, females' on the left. The new polos also have smaller buttons for the girls. Students won't be sent home for wearing the wrong gender's polo or jacket.

Items for Sale:

- We accept all DC apparel and accessories. Not all items may be worn during school hours.
- Accessories include but are not limited to: ties, hair accessories, socks, shoes, belts, bike shorts, leggings, lunch totes, hats, scarves, drinkware, and lanyards.
- All non-DC logo items and non-plaid bottoms *without* the "DC" embroidery will be donated to the Garland ISD uniform resale or our sister school in Ghana. Other items will be recycled.

DC Summer Uniform Resale Event Frequently Asked Questions

- ☐ **Why do you require sellers to donate \$10.00 for selling items?** This helps cover PTO costs for labels, copying, signage, supplies, fixtures, etc.
- ☐ **Why small bills?** We cannot keep up with the need for change. Each envelope for sellers needs its own funds, usually \$5. Breaking numerous \$20 bills or higher is difficult and limits our change.
- ☐ **Why do I need to inventory the items I bring?** So that after the sale you can match your inventory with your unsold items and money envelopes. If we know what is missing, we can quickly find them, or your money envelopes, for you.
- ☐ **Why do I need to provide contact information on the back of the envelopes of the items I purchase?** So that the seller may contact you if there are any discrepancies.
- ☐ **Why must items be paid for separately even though I am purchasing multiple items from the same seller?** It is easier for the seller to inventory their items if they are paid for separately.
- ☐ **May I have someone else pick up my unsold clothing and money envelopes?** Yes, just fill out and sign the consent on your inventory sheet. **Have your money and unsold items picked up on Thursday, July 16 between 7:30 PM - 8:30 PM.**
- ☐ **May I help with the Uniform Resale?** Yes, please! Complete the [Sign-Up Genius](#) or [email](#) a Resale Event Coordinator. Confirmed volunteers may pre-shop Thursday, July 16 from 4:00 PM-4:45PM.