

Volunteer Position:	<b>BLUERIDGE GEAR</b>	Previous Volunteer in Position:	Jennifer Bigwood
Reports to:	PAC chair and BPAC	Volunteer requirement:	BPAC Member
Report frequency:	PAC meeting – Sept and BPAC newsletter Sept. & Oct.		
<i>Purpose of the Role:</i>			
	<ul style="list-style-type: none"> <li>• Assess the need of different types of school branded clothing</li> <li>• Meet with clothing rep to confirm design, pricing, delivery</li> <li>• Coordinate the sale of Blueridge Gear</li> <li>• Advertise, highlight and get the excitement up for Blueridge Gear</li> <li>• Order, distribute and report on Blueridge Gear sales</li> </ul>		
<i>Background notes of position (brief history of the position/role):</i>			
	<p>Blueridge Elementary school spirit at one time, prior to 2004, revolved around their Blueridge Gear. Every Friday was marked on the calendar as Blueridge Gear Day and the students would wear their t-shirt, hoody, shorts etc. to school. Since that time Blueridge Gear Days have been removed from the calendar as there was no participation.</p> <p>In recent years a Blueridge Gear committee tried to have contests etc for those wearing blue and white which was not embraced as some staff did not feel that classes should be competing with each other.</p> <p>Currently, the Grade 7 student council that has begun to encourage school spirit days, but without centering on Blueridge Gear.</p> <p>Nicole Dent (PAC chair) met with Terry Robinson at Prostock in 2009 to design the new Blueridge Logo and set up the pricing etc. Pia O’Keeffe took over the volunteer position in 2010.</p> <p>Sales in the first year were great, but have since calmed. We recommend that sales should be kept to once per year in the fall of each year. We also recommend that the display cabinet outside the office be used to feature the Gear during the first week of school with a “try on” booth set up at the Welcome Back BBQ in September.</p>		
<i>Responsibilities/Expectation of this position:</i>			
	<ul style="list-style-type: none"> <li>• Contact the sales rep to confirm pricing, availability of items, borrow more adult sizes as sample sizes prior to start of school sale. (this should be done in August for September sale.)</li> <li>• Order the appropriate number of colour flyers from Prostock/supplier</li> <li>• Distribute a new flyer to students via email and hard copy also distributed</li> <li>• Advertisement placed in the school newsletter in September and the BPAC website</li> <li>• Set up a display board and booth at Welcome Back BBQ for students to try on for sizing, see the quality etc</li> <li>• Update spreadsheet as orders are received</li> <li>• Collect money and give to Treasurer</li> <li>• Forward the master order to Terry Robinson @ Prostock</li> <li>• Report sales outcome along with profit to PAC chair &amp;/or attend BPAC meeting to share results</li> <li>• Prepare submission for BPAC newsletter and website to report sales, profit etc as well as DELIVERY DATE</li> <li>• Distribute Gear to students</li> </ul>		