

*1.0 developed by Jennie Oestreicher 3/2001*

## **RESPONSIBILITIES OF THE VICE PRESIDENT**

- T-shirts- I recommend going to J.Carroll (805.595.1000) for t-shirts and sweatshirts. They may be a bit more expensive, but they are a lot more organized than Doghouse (805.528.4109). (I went to Doghouse for the sweatshirts and they weren't very well organized with their ordering system, and everything else.) If you do go to look at other places for t-shirts and such, call them ahead of time to get prices. When you call about prices there are a few things that you want to know ahead of time. You want to know a rough number of shirts you are going to order (they generally price them on a scale 12 shirts for one price, 24 is cheaper, and 36 is cheaper than 24, and so on.). You also want to know how many colors you are going to use, and how big the design is (front pocket, full back, on the sleeve?, etc). You also want to base prices on the same weight of t-shirt or sweatshirt. For example the sweatshirts were 9oz sweatshirts, and the tshirts are X% cotton/poly, or whatever. Also, ASI wants us to have a copy of their logo on the shirt somewhere. Some places also charge a setup fee, so ask about that too. I have copies of receipts and the rest of the paperwork that I will give you. These will give you a basic idea to the cost and how ordering works. When you go in to order you bring your design, and the number of shirts that you want ordered of each size. Generally a few extra L's and XL's are ordered. J. Carroll is really good about explaining the ordering process to you when you go in. Basically you just tell them how you want it to look, and they can generally do it.

Payment is kinda complicated- here are some hints from Dave if you don't do a PO:

**Note-** you want to pay by Purchase order, and as I am writing this I can't remember how that works, so when the time comes you can ask Dave and he will tell you.

- 1) If you get shirts before getting cash (and you didn't fill out a PO), check out the shirts and make sure they are OK, make sure you get a receipt, then:
  - a) You fill out a PRF
  - b) staple the invoice to it
  - c) write on it "All items received, date it, and sign your name"
  - d) photocopy both PRF and Invoice for our books
  - e) Turn it in to rec sports
  - f) usually they would mail it out at that point
- 2) If they want cash on delivery, (J.Carroll generally wants a PO)
  - a) You fill out a PRF asking for check to be held for you
  - b) You pickup the check
  - c) go down and LOOK at the shirts etc,
  - d) IF everything is exactly correct (numbers, type etc) You hand him the check, get a receipt, and get the shirts
  - e) Turn in receipt to Rec Sports (make a copy for us)
  - f) IF anything is incorrect, wrong number, size etc, you hold onto the check, do NOT take delivery unless everything is right. Let them hold the shirts/whatever until they correct the problem and can deliver on everything.

When deciding on the price for the tshirts- pick a price about \$2-3 above the cost of printing the individual shirts... we want to make money, but we don't want to rob the fencers. :)

- Pick up other odd jobs- ex- get chair for Eric at the officers meetings :) ; go and try to answer questions that people standing at the door might have; have fun; if an email comes around and the job is easy, don't hesitate to do it (unless you REALLY don't have time).
- Turkey Tourney: Pick some job there and do it (duh!)- ex- organize tables and chairs from Rec Sports, get Ref gifts, supervise set up...
- Make sure you can get to practices and tournaments on time, and stay late to put boxes and such away after practice- you are an officer, if you don't do it, none of the fencers will....
- Have fun!!