

Shirt Coordinator

The Shirt Coordinator is responsible for gathering size information, placing orders, sorting and distributing shirts.

TASK	RESOURCES	BUDGET	NOTES
Shirt Design	- Fun Run 101 (Full Program) - Local shirt vendor (Basic Program)		- Coordinate with Committee Chair on design - Collect logos from sponsors
Collect Student/Staff Orders	- Class lists/COURSE CHECKOUT SHEETS - TEACHER/STAFF SHIRT ORDER FORM - MASTER SHIRT LIST		Measure students or have teachers estimate. DO NOT send student size orders home.
Place/Receive Student Shirt Order	Fun Run 101 or local vendor	~\$6.00/shirt or cover with sponsor donations	
Shirt Distribution	- Class Lists/COURSE CHECKOUT SHEETS - Paper grocery bags, 1/class		- COUNT SHIRTS AGAINST ORDER AS SOON AS THEY ARRIVE - Sort shirts into class bags - Put student nametags in the bags as well