

# AACA Uniform Swap Guidelines

The AACA Uniform Swap gives families a way to trade outgrown uniforms with other AACA families in order to save from buying costly new uniform pieces. This program is not involved in making uniform policies or changes and therefore will have to deal directly with the administration if changes are desired.

## ***Accessing Swap Items***

AACA's Uniform Swap is scheduled once a year in June. During the June event, all of the swap inventory will be displayed, and families can shop for their upcoming needs. Doing the swap in June allows families time to purchase what they still need during summer sales.

Swap inventory can be accessed during the school year by making a request to the swap coordinator by going to [www.uniformee.com](http://www.uniformee.com), select the Parent button at the top, enter school info (may have to do this twice), sort items based on what you are looking for, add items to your cart by selecting the little cart button next to item you want, then view your cart items. To send the request, type in your email address and submit form. This will send a request to the uniform swap coordinator who will be in touch with you as soon as possible. Once your request has been fulfilled, you will get an email to pick up your items in the office within a week before items are returned to the inventory.

## ***Uniform Submission and Evaluation Guidelines***

Uniform collection events will occur 2-3 times a year and will be announced on Parent Square. During these events, families can submit uniform pieces for points. Ideally, these events will occur in August, January, and May.

When submitting uniform pieces, place items in a bag that is clearly labeled with the family name and include a submission form (can be found in the office during collection events or can be printed from Parent Square under files). Families should only submit approved items designated by the uniform policy. If there is a dispute about the brand or style of a uniform piece, we defer to AACA administration to make the final call. We will do our best to only stock current uniform policy items. In addition to uniforms, we will accept spirit wear (sweaters, hats, etc.).

The swap can only accept freshly laundered uniforms in excellent or good used condition during the announced collection dates. No mending or washing will be done by swap volunteer staff. The swap program cannot accept uniforms in fair or poor condition with many rips, holes, significant stains, unraveling, etc. The swap program will also not accept uniforms polos with no logo or "AACA" only logos, socks, shoes, tights, gloves, or belts.

Following a collection event, uniform pieces submitted to the swap will be tagged and credited with swap points. Full points will be given for uniforms in excellent condition, and lesser points given for uniforms in good condition. Parent volunteers will do their best to thoroughly examine each garment. These items will either be returned to the owner (if indicated on the submission form or is an embroidered item) or donated to a local charity for non-embroidered items.

- **Excellent condition:** Like new. No pilling, fading, holes at the knees, discoloration either localized or generally, etc.
- **Good condition:** Slight signs of wear. Some pilling, holes in knees, marker stains, and minor signs of use.
- **Fair or Poor condition (will be rejected):** Obvious signs of extreme wear, stains, fading, many holes, discoloration, stretching/ misshaping, etc.

Points from all items submitted will be totaled and banked under the family name. Once uniforms are accepted into the swap program and credited with swap points they will not be returned. You can check family points by going to [www.uniformee.com](http://www.uniformee.com), select the Parent button at the top, enter school info (may have to do this twice), click on Account Summary, and enter your email address. Please be patient, it takes time to load. An email will then be sent to you with your requested info.

Any uniforms submitted between collection events will be evaluated at the next collection event unless prior arrangements have been made with the Uniform Swap Coordinators. Evaluation of uniforms will not take place during the AACAA Uniform Swap event in June.

### **Swap Points**

After uniforms are collected and evaluated, the families that contributed uniform pieces will be contacted by e-mail and informed of the number of points they have available. Families can shop from the uniform inventory with their accumulated points. Any unused points will be “banked” as long as the family is enrolled at AACAA. Points carry over indefinitely until used or the family has no students enrolled at AACAA. In the case of the latter, points will be donated to the community points pool, unless otherwise specified by the leaving family.

Swap points are shown in the following table. These points are subject to change without notice.

| Item   | Points              |                |
|--|---------------------|----------------|
|  | Excellent Condition | Good Condition |
| Short Sleeve Polo with AACAA logo (red, yellow, blue, green) | 10                  | 8              |
| Long sleeve polo with AACAA logo (red, yellow, blue, green)  | 12                  | 10             |
| Shorts (khaki, navy blue)                                    | 5                   | 3              |
| Pants (khaki, navy blue)                                     | 5                   | 3              |

|   |    |    |
|---|----|----|
| Skirt (khaki, navy blue)                  | 5  | 3  |
| Dress (khaki, navy blue)                  | 10 | 8  |
| Sweater (no logo; pullover/zipper hoodie) | 10 | 8  |
| AACA Sweater (zipper hoodie)              | 15 | 10 |
| AACA Sweater (pullover hoodie)            | 20 | 15 |
| Jacket (no logo)                          | 25 | 20 |
| AACA Jacket                               | 30 | 20 |

### ***Donations***

Families who have no future need for uniforms or who feel they have enough points are encouraged to donate their uniforms. Donated uniforms will be evaluated for points. These points are added to the community points pool. Each June, the pool of points is distributed to members of the Almond Acres Charter Academy family, as determined by school administration.

At any time, a family can donate points to the community point pool or to another AACA family. This can be done via email request to [uniformswap@aacacademy.com](mailto:uniformswap@aacacademy.com).

### ***Shopping Policies***

When/if the swap is being set up in an open area, please do not start shopping before the posted time of the swap. Our volunteers need that time to become familiar with our stock in order to help shoppers.

Uniform items can be purchased with banked points from uniforms turned in to the swap and/or cash at \$1 per point. This will allow incoming families and current families who did not submit uniforms to participate, and will also allow families to increase their ability to purchase over and above the points they get from submitting uniforms.

Items are evaluated as carefully as possible during tagging, but families who obtain items at the Swap Shop are responsible for carefully inspecting items for size and condition.

### ***Returns***

Uniform items purchased through the request line or during the swap can be returned for points only (even if payment was made in cash). If you need to make a return, contact the Uniform Swap Coordinator at [uniformswap@aacacademy.com](mailto:uniformswap@aacacademy.com) regarding the return, then place the returned items in a sack labeled with the family's name and leave it at the front desk in the school office. If the item still has the tag on it, the family returning it will receive the same number of points. If the tag has been removed, the item will be reevaluated.

### ***Inventory***

Inventory is based on participation. Because of the large population of younger students enrolled at our school, smaller sizes are more prevalent. Families who participate in the swap understand that the inventory available may not meet all of their uniform needs.

### ***Swap Monies***

Any monies collected for payment of Uniform Swap items are put into the Uniform Swap account via the Uniform Swap Coordinator. That money is used for Uniform Swap supplies (i.e. bins, tagging items, paper, envelopes, etc.) and for our uniform scholarship program. The Uniform Swap will not use money to purchase uniform pieces from families or from a retail establishment.

### ***Swap Scholarships***

There are two uniform scholarship programs currently in place. Both programs are only available to families identified by AACCA administration. Families who qualify will be notified in May via email of any uniform benefits that are available that year. Neither of these options are guaranteed.

### ***Community Point Pool***

The points for any uniforms that are donated to the swap will be added to the community points pool. Each year before the swap in June, scholarship families identified by the AACCA administration will receive points from that pool to shop with during that month only. These points cannot be banked for future use..

### ***Monetary Scholarships***

If funds allow, scholarship gift cards to Epluno will also be issued in June to the above mentioned scholarship families. The available funds will be divided amongst qualifying families. Families who qualify will be notified by email and given instructions on how to retrieve their scholarship gift card.

### ***Swap Volunteers***

It takes many hands to run this program. It is ideal to have two co-coordinators at all times, as well as many "on-call" volunteers. This program is run strictly on the volunteer efforts of our parents. During the year, it is possible that the swap will need parents to evaluate, tag, and inventory uniforms. During the swap shop, the swap will need cashiers, assistant shoppers, and volunteers familiar with the uniform policies ready to answer questions.

### ***Evaluation***

Evaluating and tagging uniforms is an important job that requires some training. Training will be provided by the Uniform Swap Coordinators. Evaluators will be trained to be as objective as possible. Evaluation volunteers will not evaluate uniforms they themselves submit and should not evaluate the uniforms of close friends, if at all possible.