



Girls on the Run Vermont

T-Shirt Distribution Plan 2010

T-shirts are a tricky business for us. We have over-ordered in the past to try to ensure that sites don't experience a delay in their receipt of the shirts. This "forecast ordering" process has resulted in us having a large residual amount of shirts at the end of the season. In order to eliminate this waste and cost, we need to get a better handle on the process.

Shirts will be ordered and shipped in two waves:

First Wave – we will pre-order some shirts in February. Sites paperwork will be date stamped upon receipt by us and the shirt orders will be fulfilled in "first come, first served" order. We will ship the shirts as quickly as we can.

Second Wave – the second shirt order will be placed the day after the final registration paperwork deadline and be comprised of the remaining sites' shirts. We will fulfill the shirt orders as quickly as we can for two reasons – firstly, so you and your girls can have your shirts; and secondly, so we can wrap up the registration/shirt process and move onto the 5k work.

Key Points to Keep in Mind:

- Registration forms and site rosters will be divided into two groups according to which 5k they will attend. Sites will be put in priority order within group, based on the date of receipt.
- We will review the forms and roster, in priority order, for completeness. If information is missing, we'll return the form(s)/roster to you. Your site **will be re-prioritized** upon receipt of the corrected/missing information.
- There is a place on the Site Roster for you to indicate the commercial (not residential!) address to which the shirts should be shipped via UPS, e.g. the school, your place of business, etc. Commercial deliveries are much less expensive than residential.
- Back by popular demand: The Skirack will be hosting another wonderful Coach Night on April 14th. If your paperwork/roster is in order and your shirts are available, we can bring them to Burlington for you to pick up there.