

Peninsula Catholic High School Club/Athletic Spirit Wear Approval Form & Ordering Process

All club and athletic spirit wear designs must be pre-approved. Please follow the process below:

- 1) All school spirit wear, accessories, logos, and designs must be approved by the Principal. Athletic apparel, accessories, logo, and designs must also be approved by the Athletic Director. Club apparel, accessories, logo, and designs must also be approved by the Club Moderator.
- 2) Athletic team apparel must be ordered within the first three weeks of the season; club spirit wear needs to be ordered before the end of Term 1. In general, plan to allow three weeks from the artwork being approved to being received at the school.
- 3) Select items. A Tidewater Team Sports catalog is available in the Development Office in Room 131. Students/volunteers can also simply state a description of the apparel—for example, a navy blue 100% cotton hoodie.
- 4) Create a logo and / or artwork, if applicable, and attach a color copy to the approval form. Ensure that a PDF or JPG of this artwork is available and shareable. Once approved, this PDF or JPG will need to be given to Development.
- 5) Complete the *Club / Athletic Spirit Wear Roster* .
- 6) If this request is for athletic spirit apparel, give the *Club/Athletic Spirit Wear Approval Form* and the *Club/Athletic Spirit Wear Roster* to the Athletic Director. If this request is for club spirit wear, give the *Club/Athletic Spirit Wear Approval Form* and the *Club/Athletic Spirit Wear Roster* to the Club Moderator. These forms will be given to the Principal. If these forms are not complete, they will not be approved.
- 7) The Principal will give the form to the Development Office and the Development Office will inform the student / volunteer of the decision.
- 8) The Development Office will provide the Business Manager with the *Club/Athletic Spirit Wear Roster*.
- 9) The Business Manager will charge the individual family's FACTS account. A small administrative fee will be included in this charge.
- 10) When items are ready, the Development Office will pick up items ordered through Tidewater Team Sports and inform club/team contact.

Any questions? Please call 757.596.7247, email development@peninsulacatholic.org or stop by the office. We are happy to help!

See verso for Club/Athletic Spirit Wear Approval Form.

**Peninsula Catholic High School
Club/Athletic Spirit Wear Approval Form**

Club/Team: _____

Club Moderator or Coach: _____

Date item needed: _____

Student / Volunteer placing order (Name/Email/Phone): _____

-----Spirit Wear Description. Please complete this in its entirety.-----

PC uses Tidewater Team Sports. Minimum order: 12 items. Adult unisex sizes will be ordered unless otherwise noted. A \$4 upcharge will be incurred for 2XL sizes and above.

Apparel

Description of item (hoodie, long sleeve t shirt, etc.) :

Color of item: _____

Logo

Placement of logo (back, front, on pocket, on sleeve, etc.) _____

___ color or ___black and white

Lettering (font) style (if applicable) _____

Design on Front

Placement of design(top right hand corner, on sleeve, etc.)_____

___color or ___black and white

Lettering (font) style (if applicable) _____

Design on Back

Placement of design(top right hand corner, on sleeve, etc.)_____

___ color or ___black and white

Name on back? ___ Yes or ___ No

Lettering (font) style (if applicable) _____

If needed, please include additional information here:

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For staff use only:

Approved - Club Moderator / Athletic Program Coach

Approved - Athletic Director

Approved - Principal

Date Received by Development

