

Uniform Return Prices

In order to discourage uniforms being returned that have not been cleaned, hems taken down, or other issues that require the time of volunteers to complete, the uniform volunteers respectfully submit the following proposed price list and updated procedure:

- All uniforms will be expected to be returned by September 15. Any uniforms that have not been returned by that time will be charged a **\$25/month late fee**. (*Reasoning—it is difficult and costly to continue to have to order replacement items for the new members, while those items remain at large with former members.*) There will be a reasonable number of dates available for members to return their items, or they can find a friend to return them at the first rehearsal.

- Item charges:
 - Hems to be taken down **\$10/item**
 - Split seams **\$10/item**
 - Cuffs to be taken down **\$10/item**
 - Dry-cleaning **\$15/set** of uniforms (a set would include both concert and marching—the charge is meant to be a deterrent as the actual dry-cleaning is free)
 - Hand-washing **\$10/item**
 - Garment and shako bag washed **\$10/set**
 - Wooden hanger (2)- **\$2 each** if they are missing
 - Damaged items—repair or replacement cost

- It is intended that the removal of hems, cuffs, split seams, hand-washing and minor repairs may be completed by volunteers. The charges would then be deposited in the uniform account.

- In the event that items need to be taken to Classic Cleaners to be mended, the charges will be as above unless it is more expensive, in which case the actual charge will be applied.

- A standard return form will be created to be returned with the uniform deposit (remainder) if deductions have been made. (sample attached)

- The board should revisit the uniform deposit amount or method as it is not sufficient to cover the cost of unreturned sets of uniforms. (Perhaps the deposit becomes a post-dated cheque dated September 15 of the following year that is collected annually and shredded when the returning member pays their fees for the next year and replaces the uniform deposit cheque with a new one or the uniforms are returned by non-returning members.)

Uniform Inspection/Deposit Return Form

Member Name _____ Date of Return _____

Item	Item #	Tasks	Completed yes/no	Charge
Band Members				
Tunic		Cuffs down		
Bibbers		Hems down		
		Seams split		
Concert Jacket				
Concert Pants		Hems down		
		Seams split		
Garment & Shako Bags		washed		
		Dry-cleaning		
Hangers (2)				
Colour Guard				
Parade Tunic		Washed		
Parade Pants		Washed		
		Hems down		
Show Uniform				
Garment Bag		Washed		
Hangers (2)				
Rifle, sabre, etc.				

Required repairs or explanations:

Return completed by: _____

(volunteer)