



Dover Mothers Club

Team Apparel Sale Guidelines

SUPPORTING OUR ATHLETES BUILDING OUR COMMUNITY.

DOVER • FAMILIES • TOGETHER

1 Planning Your Sale

- The team mom chooses the apparel, logo/design, and sale dates.
- Everything must be finalized one week before the sale begins.
- The team mom must text or email the website manager with the sale dates, apparel information, and logo/design information.



It is the responsibility of the team mom, not the vendor, to contact the DMC Website Manager

2 Sale Deadlines

- The first order deadline should be 10-14 days before the first competition.
- An optional second sale may happen after the season starts, but should end 10-14 days before the second half of the season.
- Customers must be given at least one full week to order.

3 Advertising

- Any flyer or advertisement must include the team mom's contact information.

4 Packing Slips

- For online sales, the website manager sends the packing slips.
- The team mom must print two copies of each slip, one for the customer and one to keep for notes.
- The team mom copy should track backorders, missing items, and follow-up.

5 Receiving and Distributing Orders

- All orders must be delivered within 4 days of receiving the merchandise.
- Each customer must receive a packing slip listing items purchased.
- Orders should be checked before distribution.

6 Missing Items

- If an item is missing or backordered, note it clearly on the customer's packing slip and include an estimated delivery date if possible.

Final Reminder



Failure to follow guidelines may put future apparel sale fundraisers for the sport in question