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CDE Year: 2018-2019
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CDE 2018-2019 Document - Procedures for the Hoodie Sale 2018-2019

Document Reference: 2019-2-14-REFORM-3

Object: The Procedure of the Hoodies Sale

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Date: 2019-2-14

To whom it may concern,

The Hoodies Sale is a tradition of our school and of the other European Schools, and the main way the CdE gets funding for its projects. This is how we did the hoodie sales in 2018-2019, and how to conduct this sale and what provisions to follow can be easily extrapolated from the text below.

The following is how we conducted the hoodie sale of 1100 hoodies this year (the amounts should be selected with surveys before anything else is done). This procedure was designed to maximize profit, while at the same time to benefit our students the most, and to reduce risk to minimal. It should be applied as soon as possible with the formation of the CdE in the beginning of the year. For context, we have ordered 30x5 XSS, 35x5 XS, 65x5 S, 60x5 M, 25x5 L, 5x5 XL hoodies, with the following colors, totaling 1100 hoodies for the price of 17600€ (+21% VAT amounting to 3696€):

Adult sizes (S, M, L, XL): White, Black, Red, Grey, Purple and Sand

Kid sizes (XSS, XS): White, Black, Red, Grey, Purple and Sand

The colors and logos should be selected the most democratically possible. For example, the logos could be selected through an Office365 form sent to all of the secondary body if time permits, and the colors can be voted on through Instagram polls. Provided the logo is selected (the competition should be started ASAP), we discuss with and pay to our contact Sacha Hasson (price: 16.5€/hoodie for normal print). It is normal that some colors and some sizes will not be available, so changes will have to be made. Our contact will digitalize the logo and send us promotional digital material for our posters and marketing. Both the school and the APEEE will help us with promoting the hoodies.

The procedure we used to sell is as follows:

- A. In the first round, we put to pre-sale the 150 kid sized hoodies online on shop.bissc.net for the primary kids. The parents will be able to pay using bank bancontact, or credit/debit card online

for 30€ / piece. After payment fees of our gateway Stripe we will have a bit less than 4500 euros from this sale.

- B. In the second round (after we have acquired the billiard table, which is expected to increase our popularity – do achieve something off the goals list before selling), we put to an online sale the remaining hoodies for 30€ / piece. Parallel to this the primary students' hoodies distribution goes on with the class of the student provided by the parent(s) when paying for the kid sized hoodies.
- C. We also sell afterwards in person, and at events like the Disco and the Talent/Fashion show, and at the School Fete should there be one.
- D. If we still have time to reorder and there is interest, then we will set up a new pre-sale online with all the hoodies and re-order. Otherwise, the 1100 hoodies if all sold should give us around 33000€.
- E. The Fun Committee in the CdE and the Poster/Arts Working Group is charged with all other organization (such as promoting the hoodies) and has full autonomy in this matter.

The money acquired from the sale will be stored with the APEEE should they take our account from the school. Due to new financial regulations, we could not have kept our account with the school (so we moved it to the APEEE). With the hoodie sale, the selling at the Disco, the selling at the Talent/Fashion show, the selling of chocolate in February (Valentine's Day), the selling at the the inter-school sports tournament, our balance at the end of the year is expected to be around 5000€ to 12000€, even with our expenditures on the billiard table and the football fields surfacing (CdE 2018-2019).

Signed,

Lainb

2019/9/3

Statute

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