

Wolf Den Guidelines

The St. Ignatius Wolf Den is a used uniform program that gives families a way to trade outgrown uniforms and spirit wear with other St. Ignatius families in order to reduce the need to buy costly new uniform items. The Wolf Den Volunteer Team is not involved in any uniform policy changes. Any changes to the uniform policy come from St. Ignatius administration and the school board.

The Basics

Families can submit uniform items to the Wolf Den during a collection event or during the first two (2) hours of the Wolf Swap. There will be three collection events per year: September, January, and May. Our volunteers will evaluate each item and determine if the item is acceptable for resale. If acceptable for resale, a point value will be given and the family will be credited points in our swap bank. Points are then available for purchasing items in the Wolf Swap or out of the Wolf Den closet. A family's point total will be emailed after each collection event.

The Wolf Den can be accessed during the school year on the first Tuesday of each month. There, a Wolf Den volunteer will assist you in shopping with your points or a cash purchase.

The Wolf Swap will be held once per year. For the 2019-2020 school year, the Wolf Swap will be held on Saturday, August 10 from 8:00 AM-Noon. During the first two hours (8-10), families can shop and also bring in items to submit for points or donation. After 10:00, no items will be accepted and they will have to be submitted during a collection event. At the Wolf Swap, families can shop through our whole inventory.

Points are used like currency. If a family runs out of points, items can be purchased at \$1 per point. All items are priced 75% off original price or lower.

Wolf Den Website

- <https://www.stignatiusmeridian.org/forms-links-documents/>
- Click on Wolf Den (Uniform Exchange) Program
- Here you will find Wolf Den guidelines and submission forms

Uniform Submission and Evaluation Guidelines

Uniform collection events will occur 2-3 times a year and will be announced through Facebook, and the Tuesday communication. During these events, families can submit uniform pieces for points. Ideally, these events will occur in September, January, and May.

- When submitting uniform pieces, place items in a bag that is clearly labeled with the family name and include a submission form (form can be found in the office during collection events or can be printed from the St. Ignatius website).
- Families should only submit approved items, styles, and brands, designated by the uniform policy defined in the Parent/Student Handbook. If there is a dispute about the brand or style of a uniform piece, we defer to St. Ignatius administration. We will do our best to only stock current uniform policy items, styles, and brands.
- The swap can only accept freshly laundered uniforms in excellent or good used condition during the announced collection dates.
- No mending or washing will be done by swap volunteer staff.
- The swap program cannot accept uniforms in fair or poor condition with rips, holes, significant stains, unraveling, etc.
- In addition to uniforms, we will accept neckties/bowties, belts, girls leggings, bike shorts, and approved uniform hair accessories. We do not accept socks, hats, gloves, or general outerwear.

Following a collection event, uniform pieces submitted to the swap will be evaluated and credited with Wolf Den points. Parent volunteers will do their best to thoroughly examine each garment. If one evaluation volunteer deems an item unsatisfactory, this will be confirmed by a 2nd evaluator before the item is rejected. These items will either be returned to the owner (if indicated on the submission form) or donated to a local charity.

- **Excellent condition (Will take!):** Like new. No obvious signs of wear such as pilling, fading, thinning at the knees, discoloration either localized or generally, etc.
- **Good condition (Will take!):** Slight signs of wear. Some pilling, minor signs of use.
- **Fair or Poor condition (Will be rejected):** Obvious signs of wear, stains, fading, holes, discoloration, stretching/misshaping, etc.

Points from all items submitted will be totaled and banked under the family name. Once uniforms are accepted into the swap program and credited with Wolf Den points, they cannot be returned. Any uniforms submitted between collection events will be evaluated at the next collection event unless prior arrangements have been made with the Wolf Den Coordinator. Evaluation of uniforms at the Wolf Swap will only take place during the first two hours of the event.

Wolf Den Points

After uniforms are collected and evaluated, the families that contributed uniform pieces will be sent an email with their total amount of cumulative points (added up from all collection events).

Families can shop from the uniform inventory with their accumulated points. Any unused points will be banked as long as the family has at least one student enrolled at St. Ignatius. Points carry over indefinitely until used or the family has no students enrolled at St. Ignatius. In the case of the latter, points will be donated to the community points pool, unless otherwise specified by the leaving family.

Donations

Families who have no future need for uniforms or who feel they have enough points are encouraged to donate their uniforms. Donation points are added to the community points pool. Each June, this pool of points is distributed to scholarship members of the St. Ignatius family, as determined by school administration.

At any time, a family can donate points to the scholarship point pool or to another St. Ignatius family. This can be done in person at the Wolf Swap or via email request to wolfdn@stignatiusmeridian.org.

Accessing the Wolf Den during the school year

During the school year, the Wolf Den will be open the first Tuesday of each month. The first Wolf Den opening will be in September. Times to be determined.

Points will be deducted automatically upon completion of Wolf Den shopping. If points are not available, payment must be made by cash or check to the Wolf Den volunteers before the items can leave the building. Please see our return policy for any items that do not work.

Requests during the Summer months (any request made between the first Tuesday in June and the first Tuesday in September):

Summer requests will be filled only at the convenience of the coordinators and school accessibility. Over the summer, uniforms are kept inside the Wolf Den closet at St. Ignatius. As access of the uniforms is very limited over the summer, requests may not be able to be fulfilled. Please contact the Wolf Den Coordinator wolfdn@stignatiusmeridian.org to make arrangements.

Returns

Uniform items purchased through the Wolf Den or during the Wolf Swap can be returned for points only (even if payment was made in cash). If you need to make a return, contact the Uniform Swap Coordinator at wolfden@stignatiusmeridian.org regarding the return. In order to exchange an item, families will have to wait until the next Wolf Den opening date on the first Tuesday of the month, or coordinate with the Wolf Den Coordinator to find an earlier time.

Wolf Swap

Currently, the Wolf Swap is scheduled once a year. For the 2019-2020 school year, the Wolf Swap will be held on Saturday, August 10 from 8-noon. During this event, all of the swap inventory will be displayed, and families can shop for their needs.

Uniform items can be purchased with banked points and/or cash at \$1 per point. This will allow incoming families and current families who did not submit uniforms to participate, and will also allow families to increase their ability to purchase over and above the points they accrue from submitting uniforms.

Items are evaluated as carefully as possible during sorting, but families who obtain items at the Wolf Swap are responsible for carefully inspecting items for size and condition.

Inventory

Inventory is based on participation. Families who participate in the Wolf Swap understand that the inventory available may not meet all of their uniform needs.

Wolf Den Monies

Any monies collected for payment of Wolf Swap items are put into the Wolf Den account via the St. Ignatius Business Manager. That money is used for Wolf Den supplies (i.e. bins, tagging items, paper, envelopes, etc.) and for our uniform scholarship program. The Wolf Den will not use money to purchase uniform pieces from families or from a retail establishment.

Wolf Den Scholarships

The uniform scholarship is offered to families who are identified by administration through the St. Ignatius Foundation. Families who qualify will be notified in June via email of any uniform benefits that are available that year. Scholarships are not guaranteed.

Community Points Pool

The points for any uniforms that are donated to the Wolf Den will be added to the community points pool. Each year before the swap in August, scholarship families who are identified by St. Ignatius administration will receive points from the community points pool. Families can use these points to shop with at the Wolf Swap or the Wolf Den shopping days on the first Tuesday of the month. These points can be banked for future use. The number of points given to each family is determined by the amount of points currently in the pool, divided equally to all the enrolled students of said scholarship families.

Monetary Scholarships

If funds allow, scholarship gift cards to our uniform provider, Educational Outfitters, will also be issued in June to the above-mentioned scholarship families. The available funds will be equally divided by the number of qualifying students. Families who qualify will be notified by email and given instructions on how to retrieve their scholarship gift card.

Wolf Den Volunteers

It takes many hands to run the Wolf Den program. It is ideal to have one coordinator at all times, as well as 6-8 volunteers. This program is run strictly on the volunteer efforts of our parents. During the year, the Wolf Den will need parents to sort, evaluate, and organize uniforms, open the Wolf Den during the first Tuesday of the month, and work the Wolf Swap. During the Wolf Swap, we will need cashiers, assistant shoppers, evaluators, and volunteers who are familiar with the uniform policies and ready to answer questions. Volunteer opportunities will be first announced to those who have previously indicated interest. These volunteers will be part of a group email list that the coordinator will contact when need arises. If volunteer need is not filled with the above group, a general announcement will go out in the Tuesday communication and slots will be filled through Signup.com.

Sorting & Evaluation

Sorting, evaluating and organizing uniforms is an important job that requires some training. Training will be provided by the Coordinator. Evaluators will be trained to be as objective as possible. Evaluation volunteers will not evaluate uniforms they submit themselves and should not evaluate the uniforms of close friends, if at all possible.

Volunteer Hours

Time spent helping the Uniform Swap counts toward the St. Ignatius volunteer hour requirement. Any volunteer hours will be attributed to the current school year's volunteer requirement. Any volunteer hours put in before June 1 will be applied to the old school year; hours completed after June 1 will be applied to the new school year.

Other Benefits

Due to the nature of the work, Uniform Swap volunteers see the inventory first. Volunteers who help with inventory evaluation will see the items that come into inventory. Thus, they will know what is available and can put items on hold during their volunteer shifts. Volunteers who help during the Wolf Swap event will get to shop before the shop hours start so that they can fully do their jobs once the shop opens. **Anyone can volunteer!** Get added to the Uniform Swap volunteer team by signing up on the Signup.com survey or by emailing the Wolf Den Coordinator at wolfden@stignatiusmeridian.org. The Wolf Den volunteer team will be emailed first when volunteers are needed. Volunteers will be limited, must be arranged ahead of time, and are on a first-come-first-served basis.

FAQs

1. Why can't I submit uniforms at any time for points?

For integrity purposes, it takes at least two people to sort, evaluate and organize new inventory. In addition, it is much more convenient to intake inventory in large batches. If the Wolf Den Team deems it necessary, we will add a 4th collection event to the school year to accommodate for more inventory.

2. Why can't I shop in the Wolf Den at any time?

This is a time/volunteer issue. In order to open the Wolf Den, we have to provide a volunteer each time the Wolf Den is open. It is a lot to ask volunteers for once per month, let alone multiple dates per month. In addition, we are working with a very detailed points system and we cannot allow families to shop at any time without a Wolf Den volunteer. We also try to be as fair as possible to all families, so opening the Wolf Den once per month is how we see equity at this time.

3. Why don't you do another Wolf Swap event during the school year?

Because we open the Wolf Den the first Tuesday of the month, we can only hold one Wolf Swap event per year. Setting up all of the inventory more than once a year is complicated, but it mostly comes down to time and interest level of the school body. It takes more than a dozen people and many hours of preparation to run the Wolf Swap. We want to make sure that we are not wasting the time of our volunteers. The possibility for a 2nd swap date may be considered if we see the need.