

DWOH T-Shirt Ordering Guidelines

Thank you so much for wanting to participate in A Day Without Hate event. With the help of your school, this will be a day to remember. We offer a website that will make the ordering process easy for T-shirts. On the website, schools can place bulk orders and families in the community can place individual or personal orders in the event they miss the school's ordering deadline. The website that has been created is www.daywithouthatejeffco.com. We are asking all high schools and their feeder schools to order in bulk to simplify the process and avoid mistakes. Here are the necessary steps in placing a bulk order for your school:

1. Go to the designated site stated above
2. Use your login from last year. If you don't remember your password, the site will prompt you on the login page and e-mail it to you. You'll need the e-mail associated with your school's account. If you don't remember or if you don't have an account, please e-mail 4impact! at debra@4impactinc.com. We are securing the web site this year to prevent individuals from placing personal orders prior to April 19th. The web site will be opened up for personal orders at that time.
3. When order forms have been collected, **a bulk order is to be placed by Friday 3/15/19** before Spring break. After this date, schools can inform their students and parents to order online on 4/19/19. The price will remain the same but shipping will be charged and t-shirts will be delivered to their home address.
4. To place an order, click on "Products" on the menu bar or DWOH t-shirts under "Our Categories". Both adult and youth T-shirts are available.
5. For Payment Type, select "Invoice" As in years past, we require all schools to pay by check to reduce credit card processing fees and allow 4impact! to donate more money back to the organization. **Our payment terms are net 10** so please process the invoice you receive electronically after placing your order for immediate payment. 4impact! begins incurring costs in February. In addition, proceeds from the shirts are used by DayWithoutHate.org to pay for the rally expenses. Therefore, your prompt payment is **NECESSARY**. If you have any issues with this, please contact us. **NOTE: Payment for all shirts will be required prior to picking up your shirts.**
6. The last step necessary in filling out your order is to enter your school name and hit the process order button at the bottom.
7. Once you submit the order, you will receive an email confirmation followed by an invoice. This invoice needs to be processed immediately for payment.
8. If you need to made a correction to your order or add to it after placing it, please contact debra@4impactinc.com by 3/22/19. **DO NOT PLACE another order.**
9. In early April, all schools will be e-mailed a pickup schedule for the week of 4/14/2019. Some high schools pickup and distribute to their feeder school. Otherwise, please arrange to pick up your shirts. **You must to count the shirts and compare it to the order you placed online before distributing the shirt.** From experience, we know counting mistakes can be made by us and by school staff. Please let us know if there are any discrepancies and we'll correct the discrepancy. The order forms are to stay at your school at all times!

If you have any questions, contact your high school representative or:
Keary Sullivan, A Day Without Hate Coordinate: Keary.Sullivan@jeffco.k12.co.us

Or

4impact!/T-shirt Company: debra@4impactinc.com