
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY DJAB: BAND UNIFORM PURCHASE

ORDERING MARCHING BAND UNIFORMS

MONTH 1

- Contact and set up an appointment with the representative of the band uniform company that was awarded the last band uniform bid. This information can be obtained from either the Supervisor of Fine Arts or Purchasing.
- Talk with other band directors, marching staff, Supervisor of Fine Arts, etc. Discuss the needs of the band such as style, color, cost, etc.
- Narrow options and styles to a few choices

MONTH 2

- Organize a committee including a few students, parents and marching staff.
- Set up a meeting with the committee and the uniform company representative.
 - * Ask the representative to bring sample uniforms
 - * Discuss the options and styles being considered.
- Allow several days to consider the choices and decisions to be made
- Set up a 2nd meeting with the committee but without the uniform representative to discuss details, ask questions, and make a decision as to the style and design.
- Set up a 3rd meeting with the committee and the uniform representative to write up the uniform specifications.

MONTH 3

- Finalize specifications and send to the Purchasing Department for bid preparation.
- **From this time forward, there is to be NO interaction between any committee member and the uniform company(s). All communications and inquiries are to be directed to the Purchasing Department.**

MONTH 4

- The Purchasing Department will send the bid to approved uniform companies for their bid submittals.

MONTH 5

- Uniform companies send bid submittals to the Purchasing Department.
- Bid documents are reviewed by the Supervisors of Fine Arts and Purchasing, and a recommendation for award of bid is made.

MONTH 6

- Award of bid will occur at the March Board of Education meeting.
- The Supervisor of Fine Arts and Band Director are notified of the award.
- After notification of bid award, a requisition for the uniform order is prepared by either the Supervisor of Fine Arts or the Band Director.

MONTH 7

- The requisition is processed by Purchasing and sent to the award company. Allow 160 days for delivery.
- Set up a separate uniform account in your school for the boosters to deposit money, and for the Supervisor to make the transfer of funds at the time of payment.
- Write a letter to the Principal and the Supervisor stating when the boosters will deposit the money.

MONTH 8

- Uniform delivery – if the above time line is adhered to.