



970 Suburban Road
Union NJ 07083
(908) 687-8415

June 7, 2018

About our Uniform Exchange Program

Hello Parents,

The Uniform Exchange Program at Holy Spirit School is a service that is offered to all who attend the school. Using the Uniform Exchange is a great way to clothe your child in a previously worn uniform attire at no cost. Here is a brief overview of how the program is set up to function:

1. Gently used class and gym uniforms are turned into the school.
2. All pieces are inspected and inventoried.
3. Requests are made and items will be sent home with your child.
4. It is not necessary to donate clothes in order to use the Uniform Exchange.

Donations of gently used uniforms are what keep this program running. Please use the Uniform Exchange email account to obtain clothes. You can drop off clothes at the office for the Uniform Exchange.

Please place your request via email to hsuniformexchange@gmail.com. Remember to include in your email the following: a description of the item(s), the size, quantity, your child's name and the grade. Items you request will be sent home with your child. If the items do not fit your needs, please return them to the school and they will be placed back in available inventory.

The Uniform Exchange operates on a first come/first serve basis and we do our very best however, we cannot guarantee availability of all items.

Thank you to all who have donated. Please feel free to reach me if you have any questions.

A handwritten signature in black ink, appearing to read "Maria Sa-Marciante".

Maria Sa-Marciante

Uniform Exchange | (908) 720-5508 | hsuniformexchange@gmail.com

- **Inventory will be available for pick-up**
Friday, June 15th at dismissal time 12:30pm.

Where All God's Children Come Together
www.holyspiritunion.org