

Conservation Officers of Pennsylvania Association

February 25, 2008

Dear Youth Field Day organizers:

The Conservation Officers of Pennsylvania Association is continuing to offer support to those organizations administering Youth Field Day events in 2008. Due to increasing costs, the price of t-shirts has risen this year to \$4.50 and up. However, COPA will increase our contribution to \$225 towards your T-shirt order, regardless of the color or size of the shirts ordered. Therefore, COPA is still subsidizing the cost of approximately 50 t-shirts and you still have the opportunity to order additional shirts at our reduced cost.

Head to Toe Sportswear in DuBois, PA will continue to be the supplier. The shirts are screened with a COPA logo on the back and your Youth Field Day logo on the front. If you ordered shirts in previous years and wish to use the same logo again, please indicate so on the order form and include any information on changes such as the date of your event. If you wish to submit a new logo design, there will be no additional charges as long as the supplier can set-up the screen with his standard equipment. If you do not have a special logo for the front of your t-shirts, our supplier will use a standard logo created especially for this program and add any desired lettering. Please see the enclosed order sheets for more information.

You may select white or natural t-shirts for \$4.50 each or ash t-shirts for \$4.75 each for sizes up to XL, prices increase for larger sizes. All shirts will be a 50/50 poly cotton blend. At no additional charge, you will also select the color of ink for the logos. You will be responsible for the shipping and handling charges for your order as listed on the order form. You may order any number of additional shirts at the same prices.

The vendor also offers 3 types of ball caps for your event at good prices. The minimum order for hats is 36. You can select the cap color and have your logo screened on the front in any color ink (one color only). Mesh hats are \$3.10 each and solid foam hats are \$3.55 each. Please note that solid foam camouflage caps will have a solid green front with a camouflage back so that your logo will be readable. The vendor is also offering a higher quality 50/50 brush twill camouflage hat, available in 2 designs – Acorn Trail or Naturewoods (see attached sheet) – for \$4.15 each. COPA does not provide funding for the ball caps or shipping and handling fees.

Please complete the enclosed order forms and return them to me with payment to the address listed on the order sheet. Allow a minimum of 4 weeks for delivery. We encourage all Youth Field Days to order as soon as possible regardless of the date of your event. If you have any questions, you may contact me at 814-583-5851 or e-mail at cshannon@state.pa.us. For technical questions on logo design, hats, etc., please call Head to Toe Sportswear directly at 814-371-5119. ALL ORDER FORMS MUST BE SENT DIRECTLY TO ME FIRST, do not send the form to COPA or Head to Toe Sportswear.

Sincerely:
Colleen M. Shannon, COPA Trustee



CONSERVATION OFFICERS OF PENNSYLVANIA ASSOCIATION

YOUTH FIELD DAY T-SHIRT PROGRAM ORDER FORM - 2008

Organization Name _____

County _____

Date of YFD Event _____ Date Items Needed _____

Contact Name _____ Phone (day) _____

Address* _____ Phone (eve) _____

City _____, PA Zip _____

E-mail address for a contact person: _____

**Please provide a ground shipping address for the delivery, no Post Office box addresses*

T-SHIRTS

Check One:

Use the same logo as 2007 shirts for this organization. **Provide information for any changes in the wording such as the date of the event:**

Logo provided by the YFD committee. **Please include a copy of your logo with your order or send an electronic file of your logo to cshannon@state.pa.us**

Standard Logo to be provided by COPA. **See attached sheet and enter your desired wording on the diagram.**

Desired T-shirt Ink color (front & back will be the same) _____

Indicate the **NUMBER** of shirts in each size on this chart in one desired **COLOR**. **DO NOT Mix colors. Multiply the number of each size by the appropriate cost, list totals in the column indicated and across the bottom row.**

SIZE	WHITE (# shirts)	NATURAL (# shirts)	COST (# x \$)	TOTAL COST	ASH (# shirts)	COST (# x \$)	TOTAL COST
Youth Small			\$4.50			\$4.75	
Youth Med.			\$4.50			\$4.75	
Youth Large			\$4.50			\$4.75	
Adult Small			\$4.50			\$4.75	
Adult Med.			\$4.50			\$4.75	
Adult Large			\$4.50			\$4.75	
Adult X-Large			\$4.50			\$4.75	
Adult XXL			\$5.50			\$5.75	
Adult XXXL			\$6.00			\$6.25	
TOTALS							

TOTAL COST OF SHIRTS (FROM CHART) \$ _____

SUBTRACT \$225 FOR COPA'S CONTRIBUTION - \$225

TOTAL COST OF SHIRTS TO YFD COMMITTEE \$ _____

BALL CAPS (minimum order of 36 caps)

Foam front, mesh back caps _____ @ \$3.10 each \$ _____
(available in any color including a standard camouflage)

Solid foam caps _____ @ \$3.55 each \$ _____
(available in any color including a standard camouflage)

50/50 poly-cotton, brush twill, full camouflage _____ @ \$4.15 \$ _____
(available in Acorn Trail or Naturewoods camo designs, indicate choice below)

Color of Cap _____ **Color of Ink** _____

- Use same logo as on shirt front, reduced to fit cap front IF POSSIBLE
- Desired logo or wording drawn on "Hat Template" portion of attached sheet
- Use the same design as 2007

SHIPPING AND HANDLING FEES

CHECK THE APPROPRIATE AMOUNT AND ADD TO ORDER TOTAL:

- Up to 72 shirts and/or caps combined \$ **18.50**
- From 73 to 144 shirts and/or caps combined \$ **29.00**
- From 145 to 216 shirts and/or caps combined \$ **43.00**
- From 217 to 288 shirts and/or caps combined \$ **57.00**
- From 288 to 360 shirts and/or caps combined \$ **70.00**

For any orders larger than listed above please call Head to Toe Sportswear for the shipping fee, telephone 814-371-5119.

ORDER TOTAL – shirts, caps, and shipping \$ _____

Make check or money order payable to: **HEAD TO TOE SPORTSWEAR**

Return completed order forms and check to:

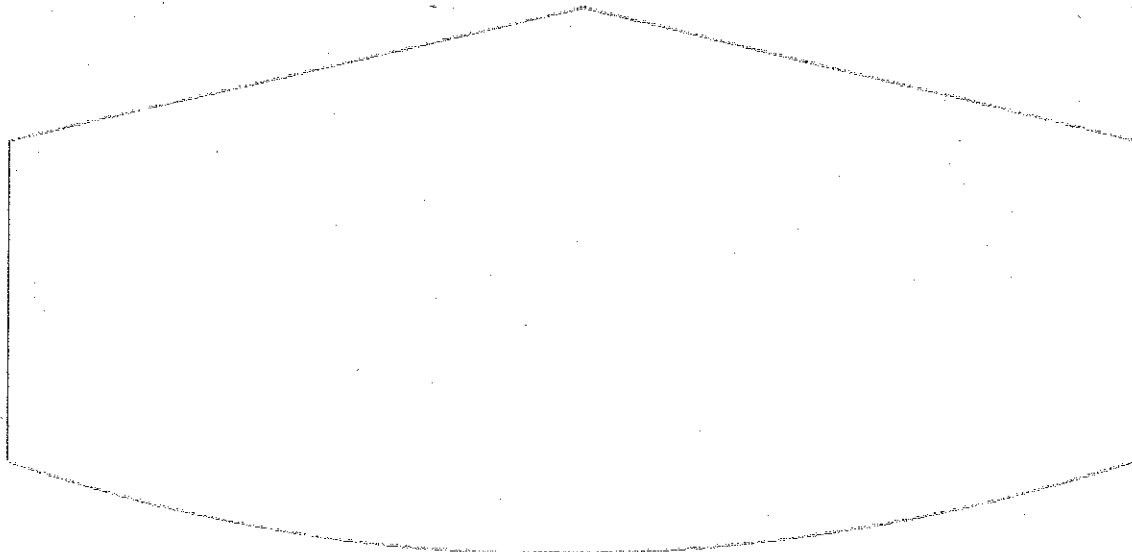
Colleen Shannon
4438 Greenville Pike
Grampian, PA 16838

IF YOU DO NOT PROVIDE A LOGO, this standard YFD logo will be printed on the **FRONT** of the T-shirts. Please indicate on this sheet in the appropriate location your desired lettering such as the name of the county organization and date for your event, and then return this form with your order. If you are providing a special logo then please discard this form.



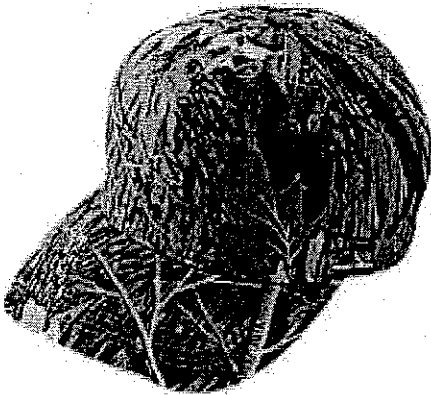
HAT TEMPLATE SHEET

IF YOU WISH TO ORDER HATS, USE THIS SHEET TO INDICATE YOUR DESIRED LOGO AND/OR WORDING FOR THE FRONT OF THE BALL CAP. YOUR STANDARD LOGO MAY BE SHRUNK TO FIT THE FRONT IF IT IS NOT TOO DETAILED. THE AREA INSIDE OF THE LINES REPRESENTS THE FRONT OF THE CAP.





ACORN TRAIL - tan/brown combination



NATUREWOODS - green, gray, and tan combination

These are hats being offered at a good price upon request from several Youth Field Day committees. They are better quality camouflage hats for \$4.15 each. They are a 50/50 poly/cotton brushed twill in full camouflage.

MINIMUM ORDER FOR ALL HATS IS 36