



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: August 3, 2023
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Manager Apparel



District Wide

Background/Discussion

Earlier this year the District adopted a new logo. Over the past several months District materials have been updated to include the new logo, including branded District apparel. The purpose of this agenda item is to provide information on how the Board may acquire branded apparel.

Managers who wish to purchase District apparel are asked to complete the attached order form and return it to staff by Thursday, August 31st.

Attached

- Apparel Order Form

2023 Manager Apparel Order

Name:

Purchasing & Selections:

Managers are responsible for the purchase price of the base product. The District will cover the embroidery cost for each item. Since the purchase price varies depending on the number of units ordered, managers will receive an invoice from the District for the final cost of their items once the order has been submitted. Payment for the apparel must be received prior to dissemination of apparel.

Use the table below to record your apparel selections. Use the "Approved Styles" chart below and the linked sizing charts to make your selections. Please review the sizing charts carefully. These products are customized with our logo and made to order, there are no refunds or exchanges.

	Product Style	Size
1		
2		

Design:

To complement staff and maintain a strong brand identity, manager apparel will be steel grey with the black logo and the words "District Manager" stitched below.






Providing your own apparel:




Managers who wish to provide their own apparel for embroidery are welcome to do so. Apparel must be solid grey in order to remain consistent with the other apparel. Any apparel items provided by managers must be received by District staff by the form deadline of Thursday, August 31st. Apparel is subject to approval by the embroidery company as not all fabric types are suitable for embroidery.

Approved Styles:

In order to stay consistent with the new branding, please select your apparel from the approved list below.

Item Photo	Item Description	Selection #	Base Price*
	<p>Port Authority® Long Sleeve Easy Care Shirt Sizes: XS-6XL (Size Chart)</p> <ul style="list-style-type: none"> • 4.5-ounce, 55/45 cotton/poly • Button-down collar • Dyed-to-match buttons • Left chest pocket • Back box pleat • Rounded adjustable cuffs 	<input type="checkbox"/> S608	\$26.98
	<p>Port Authority® <u>Tall</u> Long Sleeve Easy Care Shirt Sizes: L-4XL (Size Chart)</p> <ul style="list-style-type: none"> • 4.5-ounce, 55/45 cotton/poly • Button-down collar • Dyed-to-match buttons • Left chest pocket • Back box pleat • Rounded adjustable cuffs 	<input type="checkbox"/> TLS608	\$28.98
	<p>Port Authority® Short Sleeve Easy Care Shirt Sizes: XS-6XL (Size Chart)</p> <ul style="list-style-type: none"> • 4.5-ounce, 55/45 cotton/poly • Button-down collar • Dyed-to-match buttons • Left chest pocket • Back box pleat 	<input type="checkbox"/> S508	\$24.98

* price varies depending on the number of units ordered

	<p>Port Authority® <u>Tall</u> Short Sleeve Easy Care Shirt</p> <p>Sizes L-4XL (Size Chart)</p> <ul style="list-style-type: none"> • 4.5-ounce, 55/45 cotton/poly • Button-down collar • Dyed-to-match buttons • Left chest pocket • Back box pleat 	<input type="checkbox"/> TLS508	\$26.98
	<p>Port Authority® Ladies Long Sleeve Easy Care Shirt</p> <p>Sizes: XS-6XL (Size Chart)</p> <ul style="list-style-type: none"> • 4.5-ounce, 55/45 cotton/poly • Traditional, relaxed look • Open collar • Dyed-to-match buttons • Adjustable cuffs 	<input type="checkbox"/> L608	\$26.98
	<p>Port Authority® Ladies Short Sleeve Easy Care Shirt</p> <p>Sizes: XS-6XL (Size Chart)</p> <ul style="list-style-type: none"> • 4.5-ounce, 55/45 cotton/poly • Traditional, relaxed look • Open collar • Dyed-to-match buttons 	<input type="checkbox"/> L508	\$24.98

* price varies depending on the number of units ordered