



## SOP - UK Appreciation Day – Off Campus T-Shirt Order Coordinators

-Gather the following information, for your designated area, for each employee that would like a t-shirt:

### First Name, Last Name, ID Number, and T-Shirt Size

-Once the online order form is released (around mid-March), and prior to the early April deadline, submit the order(s) for your unit(s).

Form Example -

Click the <CAFE Off-Campus Units> button:

**\*\*CAFE off-campus units, please disregard the above-referenced pick-up times. A point person for each unit will be contacting off-campus employees individually for t-shirt sizes, etc., and that person will submit one order on line for their employees.**

Q2. Please select the appropriate response:

**The coordinator that is entering the data for each unit will need to click this button.**

CAFE Off-Campus Units

UK Campus/Healthcare Department

UK Healthcare Departments Needing Special Pick-up

Then key in the applicable information for the order:

**If there is an ID Number left blank - that person will NOT receive a T-Shirt!**

	First Name	Last Name	ID Number	Tshirt Size
	First Name	Last Name	ID Number	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

-Send a copy of the order form to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu)

Note: If you have multiple units, we ask that you key a separate order for each unit.

Example: One order should be submitted for each 4-H Camp.

Once the orders are in (around the end of April), the Ag Business Center will be back in touch regarding the distribution of the t-shirts.

Resources: The [/SPIN/ER Employee with Supervisor](#) report can provide a list of employee email addresses. If you need assistance, please contact [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu)