

SCHOOL SUPPLY KITS

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SchoolKidz (Staples) myportal.schoolkidz.com

- Sign up for early discount (Fall time)
- Around February give school supply list to Jen Breen so she can check with teachers for any updates. Go into Portal with any changes you may get back from her. Supply kits are only for students entering 1st through 5th grade.
- SchoolKidz/Kristy will send order sheets to school, once received Jen Breen will give you a list of # of students per teacher to distribute in teacher cubbies. Make sure you put the order forms for the “going into” grade. Example: Mrs. Fisher has 20 students in her Grade 3 class so you would put 20 Grade 4 order forms.
- Remember if you decide to include backpacks or lunch boxes you would then have to deliver to individual homes once received.
- Try to make it clear that the 5th grade order has a kit and a separate binder form. If you order the binder it doesn’t include the kit and vice versa.
- When order forms come in, add the names, grade, etc to the created excel spreadsheet so you can keep track of everything.
- Email parents that you received supply order form if you have time. Example:

Dear ----,

I am emailing to let you know I have received your child’s order form for **1 – 3rd grade school supply kit**. Your child will receive this kit in his/her classroom the first day of school. So no need to run around buying supplies this summer, you will be all set! If you have any questions please don’t hesitate to contact me.

Best,

- We charge \$1 more per kit to off-set the expense of donating kits to those students who otherwise would not be able to afford them. Make sure to reach out to Natalie Pina and she will provide you with number of kits per grade that would be needed for the upcoming school year. Kristy will provide you with a separate order form for these called – Good Neighbor Tally Sheet. We can order these kits for 20% less as well. So between the 20% off and \$1 profit from each kit it should be covered. Parents are getting a discount off the front end with the early sign up discount so this is a win-win.
- Once all the orders are in you will confirm the orders with Kristy and through the portal and compare to the spreadsheet you produced. There are instructions on how to submit you just follow.
- Now you just wait until the end of the summer for when they arrive, you will be emailed notification of expected delivery.
- Once kits come in you will arrange a date to distribute through the office (try to arrange approx. date before school lets out in June as well as keep Jen/Karen informed of when delivery of kits will be in

- The school will store the kits in the cafetorium until you can distribute. Make sure it is at least a few days before school starts that you go in and deliver to classes. Jen Breen will provide you with list of students
- I felt the best way was to unpack all the kits and sort by grade (handles have different colors for each grade kit). I would then take the list and mark on top of the box the letter of the teacher for each child and then sort boxes by grade and teacher which made it easier to then deliver to specific teacher classroom. Once all is done I just double check by going into each classroom and counting kits against list and checking names on boxes.
- It is best to send out a reminder email after school supplies are delivered to students rooms (this is hard if they order online though unless you want to look up their email address through the school Friend Finder). Example:

You are receiving this email because you ordered a school supply kit for your child and it was delivered to their classroom on -----.

If you have any questions please don't hesitate to contact me.

Happy end of summer!!

Best,

Phone #