

# Distribution Tips

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- Have enough room to organize and sort your order.
- Separate the boxes by grade level.
- **Consignment Boxes:** Separate by grade and label with prices - sticky notes work great. Make sure that you have change for parents paying with cash.
- **Personalized Student Labels:** Located in the Sponsor Pack by grade and in alphabetical order.

Put the large sticker on the outside of the box by the handle and put the remaining stickers inside the box

-OR-

Hand the labels to the student when they pick-up their box.

- **Student Name List:** Located in the Sponsor Pack. Check-off when students pick up their boxes. The list is in alphabetical order by grade level.
- **Optional Item List:** Use to check-off when students pick up their items.

## Distributing at Registration/School Event

- Set up a booth towards the end of the registration table. This will ensure that the parent/student does not put the box down and forget it or have to carry it around while completing paperwork.
- Break down the alphabet into stations (ex. A-H, I-P, Q-Z) with a sign and a volunteer parent at each station to help distribute.

Remember to tell your parents "Thank you". Suggestion: print and hand out a "thank you" with your name and phone number for parents to contact if they have any questions or need to report problems to.

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