2018 S2H Prep Sheet

Thank you for your commitment to the School Tool Box program for 2018! Please complete the information below for preparation of your flyers and online store. Completed forms can be faxed to (815) 895-5717 or emailed to your rep.

SCHOOL NAME:

SCHOOL CITY & STATE:

SPONSOR NAME:

ATTN:

TYPE OF FLYERS REQUESTED:

☐ **Customized Printed Flyers:** Colorful, printed flyers give parents all the information needed to order online.

☐ **Customized PDF Flyers:** The same colorful flyers, but sent as an email attachment that can be printed at home or school, saving time by eliminating the need for shipping. These flyers can also be emailed to parents or posted on the school's website or social media.

TELL US ABOUT YOUR SALE:

When would you like to begin your online sale?

Are you using this program as a fundraiser?

If so, please indicate the percentage that you would like to mark-up your orders:

Fundraising/profit check should be made payable to:

TELL US ABOUT YOUR SCHOOL:

Last Day of School (2017-2018 School Year):

First Day of School (2018-2019 School Year):

Do students bring supplies to school before the first day? If so, when?

How Many Students Currently Attend Your School (Enrollment):

We will use this number to help us plan for your sale and to determine the number of printed flyers to send (if requested), so please be as accurate as possible. We'll send plenty of extras!

MARKETING BOX (AND PRINTED FLYERS, IF REQUESTED) MAY BE SHIPPED TO:

Email address to send tracking details:

In conjunction with your School Tool Box sale, parents will be offered the opportunity to purchase backpacks. Please keep parents informed of any guidelines or restrictions regarding the use of backpacks at your school.

Office Use Only

Box Name	Price	Mark-Up

Printed Live Date:

Flyers Needed By:

PDF Completed on/by:

Printed Completed on/by: