2018 S2S 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? ____________________

When will parents pick up their order (date/event)? ____________________

Estimated Week of Delivery in the Fall: ____________________

Fundraising/profit check should be made payable to: ____________________

Use the grid to tell us if you'd like to mark up the boxes for a fundraiser. If you're selling optional items, don't forget to tell us how much you will charge for those items as well!

TELL US ABOUT YOUR SCHOOL:

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

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

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). Please be as accurate as possible. We'll send plenty of extras!

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

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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.

Set the pricing for your sale!

Grade or Optional Item	Quoted Price	Cost to Parents

Office Use Only

Printed Live Date:

Printed Down Date:

Internal Down Date:

Flyers Needed by:

PDF Completed on/by:

Printed Completed on/by: