Sort and count all kit boxes by grade.
When your shipment arrives at the school, sort all kit boxes by grade (each grade has a different colored label), and count them to verify your order is complete. This will also let you know if you have any boxes with items that need to be handed out separately. If there are any discrepancies with your order, please contact your Account Manager as soon as possible.

Print your kit “summary/distribution list” from the EduKit website.
It will serve as a check list to help you distribute the kits to the correct students. Sorting by ‘Family Name’ might be the best option if you are handing kits out at a back to school event. If they are being delivered to the classrooms, sorting by ‘Grade’ might be most helpful.

Print out a copy of your supply lists to have on hand to answer any parent questions.

Some kits may be marked as “girl’s” kits.
The contents are the same as the other kits for that grade but there may be items that are pink or another “girl” color. Please be sure that these kits are given to girls.

Some items may be divided between boys/girls or by last name.
Please note that some items in your kits may not exactly correlate with your supply list, and they have not been inadvertently omitted. The community items requested by name or gender have been evenly distributed throughout the kits to ensure each classroom is well supplied.

Email “Last Chance” information to parents and post on school homepage.
Families who may still want to order supply kits can go to the EduKit website to place their order online with home delivery.

Please refer parents to our “Oops” website link.
Any issues with missing or damaged items can be reported to - www.edukitinc.com/oops. This allows parents to get direct help and corrective action from our home office rather than the coordinator having to deal with it.