☐ Get an early start!
The first step is to get your updated supply lists to us. February is ideal!

☐ Complete the information sheet.
It contains data that will allow us to customize a program just for your school.

☐ Double check the quotes for accuracy.
It is important that the quotes are accurate to ensure that your kits will be built correctly. The quotes should match the supply lists exactly. If there are any discrepancies, your Account Manager will work with you to correct them.

☐ Check the order form to be sure the content is correct.
After you have approved the quotes, your Account Manager will design a customized order form for your school. In regards to a timeline, it is driven by your school’s needs. Some schools want their order forms in-hand for Kindergarten registration. Others want them about 4 weeks prior to the last day of school.

☐ You will be notified by e-mail when the online ordering for your school has been activated and your order forms have been shipped out.

☐ Get the word out!
Spreading the word to the school community about the supply kits is the key to a successful program. You will receive materials and ideas for promoting the program. Your Account Manager will also be happy to help you with ideas just for your school.

☐ Enter paper (check/cash) orders into the EduKit website.
If you are accepting paper (check/cash) orders, enter them into the “coordinator” section of the EduKit website. It’s very easy and will save you lots of time. If you like, your Account Manager will provide a website user’s guide or will be happy to give you a short tutorial to get you started.

☐ Pay your account balance by June 10th.
If you are taking advantage of the 5% ‘Early Bird’ discount, your account balance is due by June 10th. Your Account Manager will send you an account statement shortly after your sale closes.

☐ Provide Last Chance fliers to the school office.
Inform new families or last minute shoppers that kits are available online during the summer up until a few weeks before school starts.

☐ Enjoy the summer!