



Teacher Order Process

Spring 2021

- Send parent letter/order form home with students the **first week of February** or sooner.
- Verify with your school bookkeeper the proper procedure for collecting funds along with correct paperwork. A Fundraising Activity Approval Form must be completed for your school.
- Teachers will collect tag orders, list all students who ordered, and money collected on a “Monies Collected Form” (available at your school office). All checks must be made payable to your school.
- Student tag orders must be returned to you by **March 5th**.
- Teachers select tag artwork from FIVE (5) students for judging. Attach enclosed entry label on back of each tag. (An order is not required for student’s work to be judged.)
- Submit your orders and monies due to your bookkeeper as soon as possible. Your school bookkeeper will deposit the money into your school’s internal Tag Art account. Your bookkeeper will then **place the tag orders online by March 15th** using the Order Summary and Bookkeeper Instruction Sheet.
- What to return to Shari in the large pre-addressed envelope by **March 15th** :
 - a. The FIVE (5) tags for judging. (Paperclip the tags together. If any have order forms, paperclip them to the art as well. **DO NOT STAPLE.**)
 - b. Copy of the Monies Collected Form listing each student who ordered (not the parent).
 - c. All other art and their order forms paper clipped to each.
- All tag orders will be printed and ready for distribution May 3rd - 7th.
- The balance of funds deposited will remain in your school’s account for your instructional use. (You will also receive \$\$\$ just for participating which will be distributed before the end of the school year!) **NOTE:** Any orders placed after the school’s order, will be charged \$28.00 per tag for the remainder of the year. Purchase tags early!

Pak Sale	Price	Cost	School Profit
Tag Only	\$15.00	\$6.93	\$7.99
Value Set (Tag + 2 Key FOBS)	\$16.00	\$7.47	\$8.53

