



Kickoff Contents

1. Kickoff List
2. Letter to you from the Tax Collector
3. Teacher Order Process
 - a. Teacher Instructions from DPrint
4. Artwork Summary from DPrint
 - a. Artwork Summary spreadsheet template
5. School Bookkeeper Information Sheet
 - a. Order & Payments from DPrint
 - b. Order Summary spreadsheet template
6. Special Recognition Awards
 - a. Definition of Sheriff's Choice Award
7. Program Timeline
8. Themes, Guidelines and Special Awards
9. Helpful Hints
10. Label Template for Teacher nominations - 7 Judging Labels
11. Master Order Form
12. Letter to Parents from the Tax Collector
13. School Handout to pass out, post on bulletin board or send home to parents
14. Resource Links from DPrint
15. Student Template (must be on 8.5" x 14" legal paper)
16. Most recent KTA Totals

