

SCHOOL: _____ **RFTS Date:** _____

When a date is set, 3-4 weeks prior to launch:

- € Fill out school contact sheet
- € Fill out details form with principal/contact person
- € Get school roster by classroom from the secretary
- € Purchase supplies:
 - RFTS signs
 - Pledge sheets
 - Paper (yellow and white)
 - Stickers
 - Catalogs for teachers/librarian/office
 - Envelopes (4 x #teachers)
- € Get permission to solicit letter from principal
- € Get prizes
- € Tell principal/contact person when available for kick-off

1-2 Weeks prior to launch:

- € Give school documents to copy & date to pick them up
 - Parent letter
 - Prize/\$100 challenge sheet
 - 3 Reminder slips
- € Prepare Daily Announcements
- € Prepare Office Program Outline
- € Get kick-off schedule
- € Prepare Teacher packets
 - Teacher letter
 - Catalog
 - 3 sets of reminder slips
 - 3 envelopes for collection week
- € Prepare Student packets (organize by classroom and grade)
 - Parent letter
 - Prize/\$100 challenge sheet
 - HO Pledge sheet
 - Write in percentages
 - Apply checks payable labels

- € Prepare Library packet
 - Librarian letter
 - S&L catalog
 - Wishlist

1-2 Days Prior to Launch

- € Confirm kick-off time/location
- € Request 2 long tables
- € Confirm display to leave in library for 2 weeks
- € Prepare items needed for kick-off
 - Book Racks (1-3)
 - Display books (great eye-catchers!)
 - Thumb/scarf magic trick
 - Role-playing script
 - Magic tricks kid kit
 - Kick-off schedule

Day of Kick-Off

- € Leave book for participation slip drawing
- € Set up rack of display books in library
- € Hang signs
- € Give packet to librarian
- € Give secretary program schedule & daily announcements

Collection Week

- € Inform secretary days/times to pick up reading logs and money
- € Inform secretary/principal to accept everything through the shopping day
- € Count \$
- € Record on student log
- € Fill out classroom summary sheets
- € Fill out teacher order forms
- € Inform library of amount in books to pick
- € Inform principal of times for shopping day to make a schedule
- € Fill out master summary sheet for school
- € Arrange for shopping area and tables needed

Shopping Day

- € Give summary sheets to school, librarian, & teachers
- € Inform librarian/teachers of deadline for wishlists
- € Bring:
 - Racks (as many as you can get)
 - Books (absolutely as many as you can get!)
 - Catalogs (3-5)
 - Extra wishlists
 - Pens
 - Notepad (to jot down things brought to attention)
 - Dollar signs for racks (\$5, \$6, etc)
- € Have volunteers write down name/info/free book request
- € Make arrangements for book sorting/delivery

Ordering/receiving

- € Place order in several smaller orders according to grade
- € Bag/sort by classroom and by grade
- € Confirm arrangements to deliver books/assembly if applicable
- € Deliver books/prizes
- € Re-schedule for same date next year