



Checklist for Event Coordinators

A step-by-step timeline for your SchoolTools event

Please use this as a guide to prepare for your SchoolTools event. Your group may have unique requirements or may be considering a tight timeline. If so, please contact World Vision immediately. Please note that World Vision needs 3 weeks minimum before your event date to order your supplies. World Vision will send an invoice for \$22 per backpack kit, and you will receive a tax-deductible receipt for your gift.

Get started

- Get approval from your group or group leader as necessary.
- Decide how many backpacks you want to assemble. We recommend 5-10 backpacks per person.
- Agree on a budget and begin fundraising efforts if needed.

Get organized—8-10 weeks ahead

- Set your event date.
- Register your event at www.worldvision.org/schooltools.
- Work with a World Vision Event Specialist to help determine where and when the backpacks will be distributed in your community so arrangements can be made. Distribution may be through a local World Vision site or through a local non-profit group or school working with low-income families.
- Recruit a SchoolTools event team and delegate tasks.
- Place your order with your World Vision Event Specialist.
- Gather needed supplies and resources.

Build Excitement—6 weeks ahead

- Use your promotional materials—hang posters, distribute flyers, send emails, make announcements.
- Sign up participants to pack the backpacks.

Receive and inventory supplies—at least 2 days before event

- The school supplies you ordered will arrive in bulk—roughly 1 pallet of supplies for every 100 backpacks ordered.
- Gather a couple of volunteers to take inventory. You will receive an itemized list of what should be in your shipment. In the rare case you are missing supplies, they can be overnighted to you in time for your event.

Host your SchoolTools event—the day of the event

- Set up the assembly lines and boxing area using the ideas provided by your World Vision Event Specialist.
- Show the SchoolTools Impact video.
- Explain to participants how they will assemble the backpacks and write the notecards.
- Assemble the backpacks.
- Prepare completed backpacks for shipping or distribution.
- Thank everyone!

Wrap up

- Distribute and collect participant questionnaires, gather general donation forms and donations (unless this is a corporate donation), and return them all to World Vision.
- Notify your Event Specialist that your boxes/pallets are ready for pickup and/or distribution.

For more information or to register your event
1.800.478.5481 or kits@worldvision.org
www.worldvision.org/schooltools

