



Educational Products, Inc.

# 2019 School Supply Program Perfect Sale Calendar Chairperson's Guide for the Perfect School Supply Sale

Successful schools have told us they need about 7 weeks prior to school letting out for the summer to run their sale. This ensures you have enough time to connect with parents and encourage them to participate. Use this calendar to help you put together your plan for success in 2019.

Date	Plan of Action
<b>February 1<sup>st</sup></b>	<b>Kindergarten list due to EPI.</b> Be ready for your kindergarten roundup. We can send you a sample pack to help you announce a future sale at the event.
<b>February 19<sup>th</sup></b>	<b>List for all grades is due to EPI.</b> Email or fax it to your EPI representative to start the quoting process.
<b>March 12<sup>th</sup></b>	<b>Make a plan to promote your sale.</b> Set your sale dates and determine how you will communicate to parents. Don't forget to take advantage of EPI provided sample packs, order forms, signs, posters and social media/email images.
<b>March 19<sup>th</sup></b>	<b>Approve the final contents of each grade level quote.</b>
<b>April 1<sup>st</sup></b>	<b>Start your school supply sale.</b> Send home your parent order form provided by EPI. Don't forget about the other free tools provided by EPI such as signs, sample packs, posters, and social media/email images. Successful schools tell us they use at least 7 different methods to communicate with parents.
<b>April 22<sup>nd</sup></b>	<b>Send a second order form home to parents to remind them not to miss the deadline.</b> Don't forget new students such as those entering kindergarten.
<b>May</b>	<b>Collect paper order forms before school ends.</b> Be sure to check with teachers and staff to ensure all forms are collected. Then, keep your online ordering website open for parents that didn't order before school let out. Send reminders via email and social media to promote your online sale.
<b>June 16<sup>th</sup></b>	<b>Your Standard School Supply Sale ends.</b> Email or fax your EPI representative the final quantities sold through paper order forms. The online ordering website will be closed on this date and the final order must be placed. Minimum 24 packs must be ordered as part of your Standard School Supply Sale.
<b>July 7<sup>th</sup></b>	<b>Late Order School Supply Sale ends.</b> Extended deadline allows parents to continue ordering online. Due to the shorter turnaround time of Late Orders, items may be substituted or not available. Minimum 12 packs for your school must be ordered to take advantage of this option. Packs will be delivered with your Standard School Supply Sale.
<b>July - August</b>	<b>School supplies are delivered.</b> Exact date based on the date you set up with your EPI representative when you approved your list in April. Be sure parents that ordered as part of the Missed Deadline Orders or Parent Direct Orders understand how their packs will be delivered and how items may vary.
<b>September 1<sup>st</sup></b>	<b>Payment is due to EPI.</b> If necessary, contact your EPI representative to make arrangements for EPI to pick up any unsold packs.
<b>September 15<sup>th</sup></b>	<b>Last day EPI will accept any unsold packs.</b>

## Three Ways for Parents to Order School Supplies from EPI



### Details for Parent Direct Orders

- Some items may be substituted or not available due to limited inventory.
- Item pricing is at the EPI retail rate (not your discounted rate).
- Standard shipping charges applied.
- Items shipped from EPI within 5 business days of their order and sent direct to their home.