



Account Manager Mary Phillips
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Reserved Date 08/12/2023

Fundraiser

FPP Online

Season F 2023

Art Delivery

Traditional

SCHOOL

Edgar Parkman School
165 Weymouth Road
Enfield, CT 06082
860 253-6570

Reservation Participants: 350 Classes: 17 Status: 1st
Fundraiser profit check payable to: Parkman PTO

COORDINATOR

Parkman PTO
15 Susan Circle
Enfield, CT 06082
parkmanenfieldpto@gmail.com
(860) 698-6068

PRINTED FUNDRAISER INFORMATION FOR FAMILIES

Fundraiser contact

Parkman PTO
kristesteiner@yahoo.com

Order deadline

11/22/2023

Payment options

Credit and Debit Card Payable To Square 1 Art
Online orders only at www.square1art.com/shop

CHECK LIST SCHEDULE

Notes: 9/4; 10/9; 11/7; 11/10; 11/22-24; 12/16, FD: 9/6; LD: 12/15.

TOOLBOX Ships and will arrive at the School

08/28/2023

- Toolbox includes art paper, poster, folders, and Coordinator's Handbook.

09/08/2023

TRADITIONAL & HYBRID FUNDRAISER STEPS

- Create excitement about the fundraiser! Display poster(s) provided.
- Distribute provided copies of the Art Requirements to teacher(s).
- Print and distribute Signature Template found online in Coordinator's Corner (optional)
- Distribute art paper. One sheet per student.
- Create artwork and fill out information header (print clearly) or use labels.
- Preprinted labels are preferred. Do not allow young children to label their art. Text must be legible.

1. SCHOOL BEGINS ARTWORK

HYBRID - STEP FOR UPLOADING ART

(Skip this step if you are shipping in all art – Traditional Fundraiser.)

- For students creating art at home – send family Welcome email provided to you with link to family portal which has instructions for creating art | art upload | ordering. Continue to email family reminders provided throughout the fundraiser.

2. SCHOOL SHIPS ARTWORK

10/20/2023

- Promote! Excite! Communicate! Read Coordinator's Handbook for ideas. See Coordinator's Corner online for ideas and promotional tools including images for social posts.
- Organize finished art by class in folders provided.
- Keep label identification simple. (PK-Jones, K-Taylor, 1-Smith Ex: 100-Jones, 101-Taylor, 102-Smith)
- Write total number of artworks per class, grade, and teacher last name on folder tab.
- Ship artwork folders with BLUE Art Ship Form in handbook using the emailed UPS label.

3. SCHOOL RECEIVES CUSTOM CATALOGS approximately

11/08/2023

- Order packets arrive organized by class.
- Please pass them out right away! Don't wait!
- Note: You will not receive custom catalogs/stickers for uploaded art.

4. PRINTED DEADLINE DATE FOR ORDERS

11/22/2023

- Login to Coordinator's Corner to view online orders.
- This is the last day that families can place orders online as part of your fundraiser.
- **IF YOU NEED AN ORDER DEADLINE EXTENSION, CONTACT YOUR ACCOUNT MANAGER.**