

Distribution-day checklist

Books usually arrive a few weeks after you approve them. Leave your team time to sort and hand out before the last day of school.

Before the books arrive

- ☐ Confirm the shipping address and who will receive the boxes
- ☐ Count the books you ordered, plus extras for staff and the office
- ☐ Print the distribution list: each class, teacher and number of books
- ☐ Pick the day, the room and the helpers; plan a small team
- ☐ Tell families when and how books will be handed out

When the boxes arrive

- ☐ Count the boxes against the delivery paperwork and note any damage
- ☐ Open one box per delivery and check the book for print problems
- ☐ Sort books by class, using the distribution list
- ☐ Fill a box for each class and attach its label (next page)
- ☐ Keep extras and staff copies in a separate, labeled box

Hand-out day

- ☐ Give each teacher their class box and the class list
- ☐ Tick each child off as their book goes home
- ☐ Record anyone absent, and where their book is kept
- ☐ Log missing or damaged books on the sheet below

Afterwards

- ☐ Count what is left, and write down where it is kept
- ☐ Thank the volunteers and the office
- ☐ Write one page of notes for next year's coordinator
- ☐ Put photo folder access, summer ordering and the June reminders on the calendar

Missing or damaged book log

Child	Class	Problem	Fixed? (date)

Class box labels

Print, cut along the lines and tape one to each class box.

Class / teacher: _____ Room: _____ Books: _____ Checked by: _____	Class / teacher: _____ Room: _____ Books: _____ Checked by: _____
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