

Kaneland McDole Elementary

Procedure for Submitting Forms and Money

1. Place completed form and money into an envelope or plastic zip-top bag. If sending a check, indicate the purpose of the funds on the memo line — Fun Lunch, Book Order, etc. There is no need to staple or use paper clips. Please do not send money and forms separately.
2. Seal the envelope/bag when done.
3. On the outside, write the child's first and last name, teacher name and grade. Also write the name of the form you are submitting and the money symbol, if money is included.
4. If you are submitting the same type of form for more than one child, you may include both in one envelope, but please indicate this on the envelope and also note that the payment includes more than one child. Forms for different events should be sent in separate envelopes with separate payment.

Examples:

Joe Schmoe, DeGaetano, Kindergarten, PM
Book Order Form, \$

For more than one child:

Joe Schmoe, DeGaetano, Kindergarten, PM
Jane Doe, Kokes, 3rd Grade
Fun Lunch Form, \$

The child's first and last name are *very* important,
especially if they are different from the parent's last name!

Since we send a lot of information and money through children's backpacks, these procedures will help ensure that your child's forms and money get to the correct place and save time for the teachers, secretaries, and parents who volunteer to tabulate the items.

Thank you for your support!!