**Our Timeline**

**[Enter Date]**

Check order and distribute products to participants.

**[Enter Date]**

Fundraising kick-off assembly. Catalogs are passed out in homeroom after assembly. Official start of fundraiser.

**[Enter Date]**

End of fundraiser assembly!

**[Enter Date]**

Receive products.

**[Enter Date]**

Last day to hand in late orders.

**Selling period**

**[Enter Date]**

Catalogs and posters arrive from Equal Exchange. Parents receive email notifying them that the catalogs have arrived.

**[Enter Date]**

Fundraiser end date. Orders and money envelopes are turned in.

**[Enter Date]**

Order emailed to Equal Exchange.

**Important Dates-***Hand out to teachers and parents*

Presentation in classrooms about Fair Trade: **[Enter Date]**

Fundraiser kick-off assembly & catalog distribution: **[Enter Date]**

Collection days: **[Enter Dates]**

Hand in compiled orders and checks to organizer: **[Enter Date]**

Product distribution: **[Enter Week]**

Notify organizer about missing products: **[Enter Date]**