

## Getting Started

First, decide whether to place a **Group Order** or to ask families to place **Individual Orders**. Then, decide who your **Coordinator/Contact Person** will be (a parent, teacher, staff member, etc.). Choose someone with good organizational skills and a lot of enthusiasm!

**No matter how you participate, children will benefit!**



## Group Orders

### Pros

- Earn **15% credit** if your Group Order is \$500 or more in merchandise (most are). Orders under \$500 earn 10% credit.
- Families receive **FREE Domestic Shipping** if a Group Order is submitted by **October 25** and is **\$500** or more.
- Participation is usually higher when a school places a Group Order.

### Keep in Mind

- Group Orders must be paid with ONE payment (one check or one credit card).
- Merchandise needs to be sorted and distributed.
- There is more administrative work with a Group Order.

### Coordinator's Duties — Group Orders

- Fill out forms and make photocopies.
- Distribute catalogs or eCatalog link and order forms to families.
- Answer questions.
- Collect orders and payments.
- Distribute the orders when the shipment arrives.
- Resolve issues with damaged, missing, or wrong items.
- Estimated time commitment: 10-20 hours depending on the number of orders.

### Group Order — Use Pages 3-7

- Page 3: **Placing Your Group Order**
- Page 4: **Distributing Your Group Order**
- Page 5: **Family Group Order Form**
- Page 6: **Group Order Letter** (optional)\*
- Page 7: **Group Order Cover Sheet** (for mail or fax orders)

## Individual Orders

### Pros

- Orders of \$25 or more in merchandise earn **10% credit**.
- **NEW!** You can send a **Custom Earn Credit Link** to your families to ensure your school receives credit.
- Individuals can place orders online and pay by credit card or PayPal.
- Orders will be shipped directly to the individual's home.
- Takes less coordinating time than a Group Order.

### Keep in Mind

- Individuals must pay their own shipping fees.
- Schools can distribute paper catalogs, share a Custom Earn Credit Link, or both.
- Schools that do both typically earn more credit (though not as much as a Group Order).

### Coordinator's Duties — Individual Orders

- Confirm your school customer number and get your Custom Earn Credit Link.
- Write school customer number and info on the catalog order forms (paper catalogs only).
- Fill out forms and make copies (paper catalog only).
- Distribute catalogs or share your Custom Earn Credit Link (or both!).
- Answer questions.
- Estimated time commitment: 1-2 hours.

### Individual Order — Use Pages 8-9

- Page 8: **Individual Order Checklist**
- Page 9: **Individual Order Letter** (optional)\*

Questions? We're here to help!

### Customer Service

877-975-3003 • M-F, 8:00am - 4:30pm PT  
email: [info@MontessoriServices.com](mailto:info@MontessoriServices.com)

\*Download a color version of the Group or Individual Order Letters online:  
[forsmallhands.com/school-credit-promotion](https://forsmallhands.com/school-credit-promotion) (scroll to Important Details About the Promotion downloadable resources).

**Thank you for participating and best of luck!**