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## Kit Order Sheet

To request all materials (kits) for grades PreK-6, please submit this form to your Ambassador or Regional Coordinator.

Be sure to submit a separate request for **each** shipping location.

Ambassador Shannon Smith · ssmith8@nu.edu

Request Date: \_\_\_\_\_ Preferred Delivery Date: \_\_\_\_\_ Training Date: \_\_\_\_\_

School Receiving Kits: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Shipping Contact: \_\_\_\_\_

Shipping Telephone Number: \_\_\_\_\_

Special Delivery Instructions: \_\_\_\_\_

Total number of students \_\_\_\_\_

### Kits:

Fill in the quantity you need for each grade level. Typically **1 kit per classroom or per teacher**

\* Please note: 5<sup>th</sup> and 6<sup>th</sup> Grade Kits are combined.

Pre-K-K	1st/2nd	Grade 3	Grade 4	Grade 5/6

**\*\* “Buddy Time Sing-a-Long” MP3s and other electronic resources are available within the online training portal\*\***

Date Received	Date Processed	Date Fulfilled
<b>For Internal Use Only</b>		
Date Received	Date Processed	Date Fulfilled