

End of Year Checklist

Teacher Gifts

- Make a list of recipients
- Decide on gifts for each recipient
- Pick up gifts and Thank You cards
- Kids fill out Thank You cards in advance
- Send everything to school the beginning of the last week

Class Parties

- Think of 3 items you can donate
- Sign up for 1 of those items as soon as the list is posted
- Make your purchase as early as possible

Kid's Inventory

- Look for missing items or things that belong to another kid
- Search through lost and found for anything that's missing

Yearbooks

- Know the date of distribution in advance
- Send 2 Sharpies with each kid on yearbook day
- Plan time before and after school for signatures

Clean Out Backpacks

- Broken pencils/art supplies: to the trash
- Books: put away on shelf or sent to Goodwill
- Notebooks: put away or toss
- Artwork: scanned and recycled or put away
- Backpacks: wash and mend
- Gym bag: stored inside backpack for the summer
- Unused supplies: Into a stockpile to use next school year

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