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**4 Our Kids Back to School Program**

**Important Dates and Deadlines**

* *Information on 4 Our Kids Back to School Program will be dispersed to all Conferences and District Councils on* ***Tuesday, May 31st, 2016***
* *Conferences will let Council Office know by* ***Monday, June 13th, 2016,*** *if they are interested in participating and will provide Rachel Esposito with an estimate of children. (210) 220-2452 or* [*Rachel.esposito@svdpsa.org*](mailto:Rachel.esposito@svdpsa.org)*.*
* *All names of children participating in the 4 Our Kids Back to School Program, must be entered into SMS and all supplemental intake forms must be submitted no later than* ***Friday, July 1st, 2016. – Please be sure that full address including zip code and ethnicity is included in the data you are entering.***
* *When your Conference has completed entering your children into SMS, please let Rachel Esposito know by either calling (210) 220-2452 or emailing,* [*Rachel.esposito@svdpsa.org*](mailto:Rachel.esposito@svdpsa.org)*. Reports will then be reviewed and validated.*
* *Upon the accurate entry of children into SMS, checks will be produced and available to be picked up from the Council Office or mailed to you beginning on* ***Friday, July 8th, 2016.***
* *Original itemized receipts of purchased school supplies and backpacks MUST be sent to the Council Office NO LATER than,* ***Friday, September 2nd, 2016.***
  + *Any discrepancies found on receipts will be charged back to your Conference directly.*
* *Please send an overview of the program, what was successful, what was difficult, and include any pictures taken of the event (Be sure to get a release from parents. Forms will be provided by Council Office).* ***Please return by Friday, September 2nd, 2016.***
  + *Please also provide number of volunteer hours that your Conference spent on administering the 4 Our Kids Back to School Program. Please provide the number of hours with the final report on* ***Friday, September 2nd, 2016****.*