

Distribution of Materials Instructions & School Counts 2023-2024

Materials to be distributed to Sunnyside, Burnside, Colvill Family Center, and Twin Bluff schools must be bundled using the table below. **Email distribution is not available.**

How to Bundle: Per Classroom, Classroom Bundles together Per Grade, Grade bundles together Per School

School/Grade	Classroom Bundles	# Per Bundle	Grade Total	School Total
Colvill Family Center				220
Pre-K	11	20	220	
Sunnyside				425
Pre-K	1	25	25	
Kindergarten	8	25	200	
Grade 1	8	25	200	
Burnside				600
Grade 2	8	25	200	
Grade 3	8	25	200	
Grade 4	8	25	200	
Twin Bluff Middle School				550
Grade 5	7	25	175	
Grade 6	8	25	200	
Grade 7	7	25	175	
Red Wing High School				25
Grades 8-12	1	25	25	

**Counts as of May 2023. Counts may change during the year.*

Distribution Date Information

The distribution dates are below and are typically the **first Friday of the month**. The prepared and bundled copies must be received in the Community Education & Recreation office by the dates below.

Approval Date	Copies in Office Due Date	Distribution Dates
August 28, 2023	TUESDAY , September 5, 2023	September 8, 2023
September 25, 2023	October 2, 2023	October 6, 2023
October 30, 2023	TUESDAY , November 7, 2023	November 10, 2023
November 20, 2023	November 27, 2023	December 1, 2023
December 11, 2023	TUESDAY , January 2, 2023	January 5, 2024
January 22, 2023	January 29, 2023	February 2, 2024
February, 19, 2023	February 26, 2023	March 1, 2024
March 25, 2023	April 1, 2023	April 5, 2024
April 22, 2023	April 29, 2023	May 3, 2024
May 13, 2023	May 20, 2023	May 23, 2024

If you have any questions or need additional information, contact the Community Education & Recreation office at 651-385-4565.