**Distribution of Materials**

**Instructions & School Counts 2024-2025**

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** |  |  |  | **275** |
| Pre-K | 11 | 25 | 275 |  |
| **Sunnyside** |  |  |  | **353** |
| Pre-K | 1 | 25 | 25 |  |
| Kindergarten | 8 | 20 | 160 |  |
| Grade 1 | 7 | 24 | 168 |  |
| **Burnside** |  |  |  | **532** |
| Grade 2 | 7 | 27 | 189 |  |
| Grade 3 | 7 | 25 | 175 |  |
| Grade 4 | 6 | 28 | 168 |  |
| **Twin Bluff Middle School** |  |  |  | **520** |
| Grade 5 | 7 | 25 | 170 |  |
| Grade 6 | 8 | 21 | 166 |  |
| Grade 7 | 7 | 27 | 184 |  |
| **Red Wing High School** |  |  |  | **25** |
| Grades 8-12 | 1 | 25 | 25 |  |

 **\**Counts as of May 2024*. 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 22, 2024 | **TUESDAY**, September 3, 2024 | September 6, 2024 |
| September 16, 2024 | September 30, 2024 | October 4, 2024 |
| October 14, 2024 | October 28, 2024 | November 1, 2024 |
| November 18, 2024 | December 2, 2024 | December 6, 2024 |
| December 16, 2024 | January 6, 2025 | January 10, 2025 |
| January 20, 2025 | February 3, 2025 | February 7, 2025 |
| February, 17, 2025 | March 3, 2025 | March 7, 2025 |
| March 17, 2025 | March 31, 2025 | April 4, 2025 |
| April 17, 2025 | April 28, 2025 | May 2, 2025 |
| May 5, 2025 | May 19, 2025 | May 23, 2025 |

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