

Make A Gift[®]



GROUP ART PROGRAM
GUIDE 2017-2018



Thank You For Choosing Our Make A Gift Program For Your Class!

We're pleased and excited to share this program with students and their families. The program is designed to engage children in a fun and unique activity that results in special creations made by kids while helping you to raise money for your school or program.

The Make A Gift® Group Art Program offers:

- A fun and easy classroom activity – add creativity to your class curriculum this year!
- Meaningful keepsakes for parents and loved ones – perfect for holidays and fundraisers!
- Ways to save – our digital scan and upload option saves you up to **10%** and ensures original artwork never gets lost in the mail
- Gifts for the whole family – order as many items as desired, whether multiples of a single item, or many different items from the same art! **Choose from 10 quality items.**
- Easy execution – no special paper or markers required for templates, so you can make your own copies as needed or download materials online

Inside this guide you will find all the materials needed to successfully run the group art program at your location, including:

- Instructions and FAQ on how to successfully run the program
- Teacher tally sheet to collect funds and submit completed orders
- Promotional flyer to help build excitement around the program
- Letter to parents explaining the program
- Product flyer and order form to be sent home and filled out by parents
- Blank art template to create artwork (and make copies as needed!)

INSTRUCTIONS:

How To Run The Program At Your School



Step 1:

Prepare Your Location

- Gather materials needed for the program.
- If school wide, meet with teachers, explain the program, and discuss how it will be run within your school or center.

Step 2:

Plan Your Activity Or Event

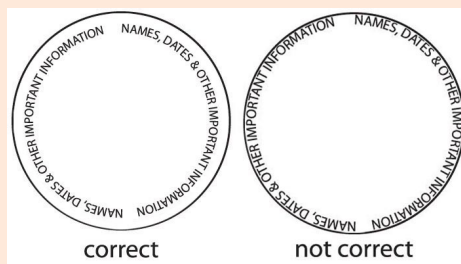
- Select a date and time for your event.
- If school-wide, identify a program coordinator, who will be in charge of collecting class orders, scanning artwork, and uploading/submitted your group's order online.
- Gather art supplies, print all materials as needed and distribute to classrooms, including:
 - Markers, paint, pens, etc.
 - Art templates and instructions
 - Parent letter and product flyer
 - Teacher tally sheet
 - Promotional reminder flyer
- Encourage teachers to post promotional reminder flyer on their classroom door or bulletin board to remind parents of event date.

Step 3:

Communicate To Parents And Collect Orders

- Teachers send home the parent letter to each family, along with the product flyer requesting participation and payment.
- Parents send back the completed order forms prior to event date, along with payment for total items ordered. Parent checks should be made out to _____.
- Teachers complete classroom tally sheet, and collect all order forms and payments for participating families to give to the program coordinator after the activity is complete.

- Color only on one side of the paper template.
- Keep artwork within the circle and 1/4 inch away from the edge of the circle template.



Step 4:

Host Your Activity And Create The Perfect Keepsake Art

- Create as many photocopies of the provided art templates as needed for your activity. Any standard 8.5" x 11" copy paper will work.
- Choose a clean, dry work space. Wash and dry hands thoroughly before project.
- Have the child sign their name or write it for them, along with the, date as a part of their design (not on the back side) to ensure finished products are correctly identified when it's time to distribute to students.

Step 5:

Gather Class Orders And Prepare To Place Your Order

- Once the activity is complete, teachers please fill out the art template(s) with artist name, product & quantity based on parent order form, and colored background color if applicable.

Artist Name

These are the product background color options that are available (as indicated).

<input type="checkbox"/> White	<input type="checkbox"/> Green	<input type="checkbox"/> Blue	<input type="checkbox"/> Purple	<input type="checkbox"/> Yellow	<input type="checkbox"/> Red	<input type="checkbox"/> Orange	<input type="checkbox"/> Pink	<input type="checkbox"/> Chalkboard
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1 Artist Name Beth Smith

<input checked="" type="checkbox"/> 2 D1100*-9	<input type="checkbox"/> D1150-9	<input type="checkbox"/> D2700-13	<input type="checkbox"/> D16044-11
<input type="checkbox"/> D1300*-9	<input type="checkbox"/> Color	<input type="checkbox"/> Color	<input checked="" type="checkbox"/> Blue Color
<input type="checkbox"/> D1908*-9	<input checked="" type="checkbox"/> 2 D2500-13	<input type="checkbox"/> D1600-11	<input type="checkbox"/> D16390-11
<input type="checkbox"/> D15MUG15*-9	<input type="checkbox"/> Color	<input type="checkbox"/> Color	<input type="checkbox"/> Color

Product & Quantity

Background color

- Teachers place all artwork forms for their class in a large ziplock bag, along with classroom tally sheet and parent checks/ money orders.
- Submit your classroom order to the program coordinator.

(Makit is not responsible for the important names, dates, information or artwork that may get cut off or lost during the production process. Makit cannot issue refunds or replacements due to template instructions that were not followed.)

Step 6:

Place Your Order One Of Two Ways:

OPTION 1: Upload Your Order Online At makegiftonline.com

- Go to makegiftonline.com and create an account for your school before starting your order, so that your uploaded art will be saved. If you DO NOT create an account prior to starting, you will need to complete your order entry in one sitting.
- When scanning artwork, save files in a JPEG file format at 300dpi resolution to get the best quality of the finished artwork.
- We recommend organizing scanned artwork in folders by teacher/class.
- Scan and upload each piece of art at makegiftonline.com, and indicate requested items and background colors for that piece of art based on parent order form.
- Once all art and ordered items have been added to your cart, complete your order and submit payment online using a single credit card. (We cannot accept multiple credit cards or alternative forms of payment at this time.)
- Keep physical artwork, order forms and classroom tally sheet in the classroom ziplock bags to help with distribution of completed keepsakes once they are delivered.

NOTE: It is very important that students write their name on their artwork, to ensure accurate identification of completed items when delivered to your center.

OPTION 2: Mail in Your Order

WAIT! Save \$1 per item when you place your order online using our digital scan and upload wizard!

Fill out the mail-in order form (included), and mail all materials collected in step 5 to **Makit Products, P.O. Box 769100, Dallas, Texas 75376-9100**. Don't forget that the 10 business day production time doesn't start until we receive your physical order and not the day you mail out the package.

Step 7:

Receive Your Unique Art Keepsakes

- You should receive your items in the mail 10 business days after your order has been received and all artwork is approved/ accepted.
- Once you receive the finished keepsakes at your location, distribute them to teachers or families!

FAQs

Do I need to collect the money and order forms?

Yes. Teachers will need to collect the completed template order forms sent home to parents, along with checks or money orders for each child's items. The total amount of your group order should be paid by the school or fundraising chair with a single credit card when submitting your order online.

Can multiple items be processed from one drawing?

Yes! Makit's new digital process means you can order as many items as you desire from a single piece of artwork. Parents should indicate the quantities desired of each item on the parent order form.

Can we use our own paper?

Yes! Makit's new digital process uses standard 8.5" x 11" paper. This enables you to print off as many template copies as needed for your group activity.

Do I get my order faster when I scan and upload my center's own art templates?

Yes! Makit's new digital process allows you to scan and upload your own templates and place your order online. This saves about 2-4 days from the time you send your art until your order is processed by our team.

Do I need to leave a border around the edge of the 8.5" x 11" circle template?

Yes. Make sure that all important information, like names and dates is located, close to the center of the plate. Many products require us to overlap edges, and any important detail close to the edges may be partially or completely cropped off. Please see instructions for details and art requirements.

What happens if the names are cut off on the products?

Makit is not responsible for misplaced signatures, words or important parts of the picture. No refunds or replacements are provided for artwork that does not comply with our art requirements.

Will colors on products match the artwork exactly?

Some variations should be expected. Color variances may occur due to varying product material.

Why should the artist sign their artwork?

Seeing the child's first name and year on the artwork is a great way to personalize the artwork, as well as see your child's talent grow year by year. It will also ensure directors and teachers can identify and match artwork to the correct child once the finished products are delivered and ready to be distributed.

FAQs

Why can't I use glitter?

Glitter does not translate as glitter once scanned. Glitter tends to show as a greyish, dirty color.

Why can't all the items in the product collection have colored backgrounds?

Not all items have enough space to build a colored background within the template. Some items have no space; these are usually the round template items.

Can I choose more than one background color when I order multiple items from the product collection using the same artwork?

No. At this time, Makit's system only allows for one colored background to be chosen for a single piece of artwork.

Can Makit products be washed in the dishwasher or microwave?

Hand washing is recommended. Bleach-enhanced detergents and very hot water may cause fading. Tableware can be used, but do not use sharp utensils or cut on the image surface. Do not use products in the microwave or oven.

Are Makit tableware and drinkware items BPA free?

There is no bisphenol (BPA) in the Makit products. Our products are food safe and very durable.

What if there is a problem with an order?

Please do not have parents call the vendor (Makit Products). We ask that you designate one person from your school to contact Makit about your order or product information for all questions or problems. You can contact Makit customer care at 1.800.248.9443 within 30 days of receipt.

How far in advance should I plan my fundraising activity?

We recommend promoting your fundraising program at least 4-6 weeks prior to hosting your event. This includes sending out communications to parents via the provided materials, posting flyers around your school, and collecting orders and payments.

Once your order has been submitted online and approved, allow 10 business days to receive your finished products. Please keep this in mind if your event is targeted towards a specific event or holiday, and plan accordingly.



Dear Parents,

We are excited to work with Makit Products to offer a creative and meaningful group activity for your child. The Make A Gift® Group Art program lets children draw an original piece of artwork, which can then be captured in the form of a personalized keepsake of your choosing. These personalized items make perfect gifts for grandparents, relatives, loved ones and friends! We ask you to support your child in this heartfelt activity by ordering one or more items. From plates to mugs, we're sure you'll find at least one gift you'd love to have or give, if not many more!

Please fill out the attached form indicating your requested order, and return it to your child's teacher along with a check or money order made out to _____.

Completed forms and payment are due no later than _____.

Our art activity will take place on _____.

You will receive your child's finished keepsakes no later than _____.

We appreciate your help in making this program fun for the kids, and thank you for your continued support.

Please fill out the information below so your child can be involved in this fun and exciting project.

Staple a check or money order for the total amount owed to this flyer and send it back to class with your child.

Parent's Name: _____ Phone #: _____ Email: _____

Address: _____

Teacher's Name: _____ Grade / Class: _____

Total # of items: _____ Total Payment Enclosed: \$ _____ Check Money Order

1 Child's Name: _____

2 Write the quantities in the box below next to each product(s), and the name of the background color if applicable.

Product background colors are NOT available for all products. Please check disclaimer per item.*



White Green Blue Purple Yellow Red Orange Pink Chalkboard



Make A Gift® Group Art Kit

Product Collection Form

\$9 D1100*	\$9 D1908*	\$9 D1300*	\$9 D15MUG15*
10" Melamine Plate	8" Melamine Plate	12oz Melamine Bowl	15oz Ceramic Mug
<input type="checkbox"/> Qty.	<input type="checkbox"/> Qty.	<input type="checkbox"/> Qty.	<input type="checkbox"/> Qty.

*Background color option is not available for these items

Product background colors are NOT available for all products. Please check disclaimer per item.*



White Green Blue Purple Yellow Red Orange Pink Chalkboard



\$9 D1150

Double-Sided Laminated Placemat
12" x 18"

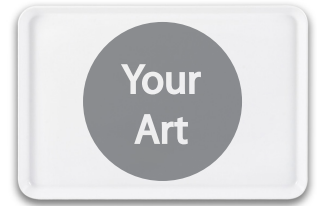
Qty. Color



\$13 D2500

Melamine Platter
10" x 13.75"

Qty. Color



\$13 D2700

Melamine Tray
9" x 14"

Qty. Color



\$11 D1600

16oz Acrylic Travel Tumbler

Qty. Color



\$11 D16044

20oz Acrylic Travel Tumbler w/Straw

Qty. Color



\$11 D16390

24oz Acrylic Travel Tumbler

Qty. Color



Make A Gift® Group Art Reminder!



Special
Art Keepsakes
& Gifts
Designed by
Your Child!



Don't Forget to Submit your Parent Order Form by

WAIT! Save **\$1** per item when you place your order online using our digital scan and upload wizard at makegiftonline.com



Summary MAIL-IN Order Form

SHIP TO:

School & Organization Group Name (if applicable)

First Name Last Name

Shipping Address

City State

Zip

Is this a school or home address? School Home

Phone #

Your information is not shared or sold to any outside party. If we have questions about your order or request, we must be able to reach you by email or phone. **MakIt now sends email shipping notification!** Also, if there are any issues with your order, please don't forget to fill in your current email so we can contact you.

Email

If you don't want promos, check here

Item	Description	Price	Qty.	Total
D1100	10" Melamine Plate	\$9.00		\$
D1908	8" Hand & Foot Plate	\$9.00		\$
D1300	12oz Melamine Bowl	\$9.00		\$
D15MUG15	15oz Ceramic Mug	\$9.00		\$
D1150	Two-Sided Laminated Placemat 12" x 18"	\$9.00		\$
D2500	Melamine Platter 10" x 13.75"	\$13.00		\$
D2700	Melamine Tray 9.25" x 13.5"	\$13.00		\$
D1600	16oz Acrylic Travel Tumbler	\$11.00		\$
D16044	20oz Acrylic Travel Tumbler w/ Straw	\$11.00		\$
D16390	24oz Acrylic Travel Tumbler	\$11.00		\$

PAYMENT METHOD

VISA MasterCard Discover Card AmEx Check School P.O.

Name on Card										Signature									
Card Number																			
Expiration Date					Security Code					Billing Zip Code									
Month		Year			3 or 4 digits														

Credit Card Billing Address (if different than Shipping Address)

First Name										Last Name									
Billing Address																			
City										State									
Zip																			

Subtotal	\$
Texas residents add 8.25% tax or tax exempt #	
Standard Shipping 50 U.S. states only	FREE
RUSH Processing \$30 <small>(5 day production vs. 10 days)</small>	
UPGRADE Shipping <small>(call CS for Quote 972-709-1579)</small>	
TOTAL ORDER	

PRICES VALID TILL 12/31/19

All orders must be paid for in full prior to shipping. Submitting a check authorizes an electronic fund transfer. All orders outside the USA must be paid in U.S. dollars. Prices are subject to change.

For shipping information on orders outside the 50 U.S. states please call 972-709-1579, M-F, 8:30am - 5:00pm CST

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Make A Gift® Template

Make sure your entire artwork is at least 1/4" inside the circle and AWAY from the border. Anything on or outside the border will be cut off in the production process.

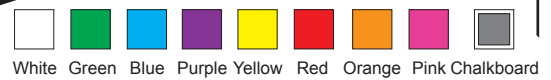
DO NOT DRAW ON OR PAST OR WITHIN 1/4 INCH OF THIS BORDER!

DO NOT DRAW ON OR PAST OR WITHIN 1/4 INCH OF THIS BORDER!

MAGT0805.17



Product Background Color Options



1 Artist Name: _____

2 Write the quantities in the box next to each product SKU and the name of the color option in the box below each product SKU you wish to make with this drawing.

D1100*-9

D1150-9

D2700-13

D16044-11

D1300*-9

Color

Color

Color

D1908*-9

D2500-13

D1600-11

D16390-11

D15MUG15*-9

Color

Color

Color

See product sheet for item SKU, art placement and pricing.

*Background color option is not available for these items.