



NLTA Janeway Day 2020 in the Schools School Rep Checklist

- 1. Post information to teachers and students.
- 2. Provide classroom collection envelopes.
- 3. After February 14 (or whenever your event takes place) have your principal deposit the donation and write a cheque to your NLTA Branch. The Branch President will then send a cheque to the NLTA made out to ***NLTA Janeway Day in the Schools***.
- 4. You can also send your donation directly to the Janeway in the envelope provided. Please indicate on your cheque ***NLTA Janeway Day in the Schools***.
- 5. Review the Idea Handbook for fundraising options on the NLTA website, www.nlta.nl.ca – go to Janeway Day in the Schools link on the main page.