



## NLTA Janeway Day 2017 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](http://www.nlta.nl.ca), go to Janeway Day in the Schools link on the main page.