



The Rotary Club of Mission Trail

www.missiontrailrotary.com

Kinder Teachers:

Thank you for taking care of our kids! Your love, patience, and stamina knows no bounds.

Mission Trail Rotary is excited to be part of your school and neighborhood through our literacy project of distributing individualized books to each kinder student. The **first of October** is our target date for collecting the information required to customize your student books and to order class sets for printing, shipping, and delivery.

For 2017-18 all kinder teachers can order the personalized “I Like Me” book by classrooms in either English or Spanish. To be clear, individual classroom orders are either all English or Spanish and cannot be broken into part English and part Spanish. However, your school may have one or more class orders of the Spanish edition.

These SAISD schools are initially included in this project: Bonham Academy and Bowden Elementary.
Plan to complete the ordering process by the middle of October to allow a normal print/delivery time of six weeks.

About ordering: **Two methods** for ordering student books are most often used.

1. Teachers print and use page 4 of this document to collect required information. The class/teacher forms are collected and all data are entered on-line by a single teacher/staff member.
2. Teachers use the provided information on pages 2-4 to collect and enter their own classroom information/order.
Note: The most effective way to complete #2 is to schedule the entry process during a regularly scheduled grade level meeting so teachers can work together and coordinate entry of the identical school information.

Ordering on-line:

To enter your class go to: <https://www.ilikeme.org/01/01.asp>
Follow the instructions for necessary information on pages 2-4 that follow.
Red boxes on these pages indicate information you will need to complete.
These pages should be identical to those displayed on-line.
When your on-line ordering is accepted you will be provide and order # or #s.
Using this # you have 24 hrs to correct any errors entered or cancel the order.
You CANNOT add additional students to an order.

Setting up a presentation day:

MTR will present the “I Like Me” books to kinder classes as you arrange.
Please call for the date of your selection between November 19 - December 17.

Help: To set up a meeting with Kinder teachers for ordering help or for your questions call:
Richard Warren 828-9881

Wishes for another successful year,

"I Like Me!" Web Order Form**New Order**

Instructions: Welcome to the **I Like Me!** Online Ordering System! This order form begins the **I Like Me!** ordering process. Fill out the form with the information indicated by each field's label, using upper and lower case letters. Required fields are marked with an *; each of these fields requires an entry. Fields will not allow the use of more than one hyphen or any underscores (- or _). If a special character such as à, ñ, or ò, is required use the Windows Character Map to determine how to create the character. If you are not familiar with the use of the Character Map, please [click here](#). Many of these fields are limited in the number of characters that may be input. For more information on the limitations of a single field, please see the Notes for the section where the field is located.

Orders can only be shipped within the United States, Canada, Mexico, Puerto Rico, and Virgin Islands. Orders for other countries must ship to a continental United States address or can be arranged by emailing ilikemekci@live.com. It is recommended that you ship to a business or school address if possible.

As you complete the order form, use the Tab key to move from field to field. Required fields are marked with an *; each of these fields requires an entry.

Ordered By: Enter MTR billing as below
(this information is required)

Name: *

Address#1: *

Address#2:

City: *

State/Province: *

State Other:

Zip: *

Telephone: *

Email:

Ship To: Your School Street Address Here
(only use if different than the ordered by)

Name: *

Address#1: *

Address#2:

City:

State/Province:

State Other:

Zip:

Telephone:

Email:

Book Sponsor

Notes: Normally the sponsor(s) is the person or organization responsible for funding the I Like Me! books. Up to four sponsors can be indicated in a book.

Front Page

Sponsor: *

"A Gift From _____"

(28 characters maximum for the sponsor)

Back Page

"Compliments of..." Line #1: *

"Compliments of..." Line #2:

"Compliments of..." Line #3:

(18 characters maximum for each)

Book Choice

☒ I Like Me!

☐ I Like Me! (Preschool Version)

Back Cover

☒ I Like Me!

☐ Bell Aliant Pioneers

School Information

Notes: Enter the students' school information here. Please note that the length of entries for these fields is limited to 22 characters for the Grade Other, 22 for the City Name, 18 for the Principal Name, 18 for the Teacher name, and 28 for the School Name. If one of the grade options in the Grade drop-down menu will not suit your purposes, select Other from the drop-down and enter the desired grade name in the Grade Other field. Likewise, if the School State is not listed in the drop-down menu, then select Other and enter the desired state name in the School State Other field.

School Name:	<input type="text"/>	Grade:	<input type="text" value="Kindergarten"/>
School City:	<input type="text"/>	Grade Other:	<input type="text"/>
School State/Province:	<input type="text"/>	Principal's Name:	<input type="text"/>
School State Other:	<input type="text"/>	Teacher's Name:	<input type="text"/>
Year in School:	<input type="text" value="2017-18"/>		

Book Information

Notes: From the language drop-down menu, select the language the books will be printed in, and enter the desired quantity of the Teacher's Guide and Student's Edition books.

Note: THE QUANTITY OF BOOKS FOR THE ORDER CANNOT BE MODIFIED ONCE THE ORDER IS PLACED

Language:	<input type="text" value="US English"/>	<input type="text" value="Or Spanish"/>
Number of Teachers Guides:	<input type="text" value="Please do not order if you have one-same each year"/>	
Number of Student Books:	<input type="text" value="# of Student Books must agree with the number of names entered next!"/>	

Payment Information

Notes: From the drop-down menu, select the method you will use to pay for your order. The available methods are Credit Card, Purchase Order, Check, and Grant.

Payment Method:

Select "Grant" then enter:

"Rotary-Bill Me"

See next page for this entry.

Sample

"I Like Me!" Web Order Form

New Order

Instructions: This begins the check out process. Any information entered here is secure, and cannot be viewed by anyone else. After entering your payment information, click on the Next Step button.

Order Total

Description	Quantity	Cost	Total
Teacher Guides	1	\$9.00	\$9.00
Student Books	22	\$9.00	\$198.00
Grand Total:			US \$207.00

Billing Information

Grant

Please Note: Please complete the following fields.

Purchaser's Name:

Pass code:

Grant Name:

[Change Payment Method](#)

[Next Step](#)

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Purchasers Name: Mission Trail Rotary

Grant Name: Rotary

Pass Code: Bill Me

Instructions: Enter the first names of the students who will be receiving the I Like Me! books, and the first names of two of the student's friends. Each name can be up to 14 characters in length. These fields will not accept more than one hyphen or any underscores (- or _). If a student's name requires the use of a special character such as à, ñ, or ò, use the Windows Character Map to determine how to create the character.

#	Student's First Name	Student's Friend #1 First Name	Student's Friend #2 First Name
1			
2			
3			
4			
5			
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