



PROVIDING TANGIBLE RESOURCES
SO STUDENTS ARE FREE TO LEARN

PALM PROJECT

SCHOOL PARTNER GUIDELINES

Palm Project, organized by the Baldwin County Education Coalition, is a county-wide initiative providing essential items to every public school care closet at NO COST to the school or the student. Items are made available to economically disadvantaged students through the school counselor or social worker

This service is made possible by the generous contributions of civic organizations, businesses, foundations, and individual donors. For more information visit palmproject.info.

INVENTORY:

- Due to limited space in our warehouse, new inventory is ordered and restocked monthly.
- Once new inventory has been added to Shopify, BCEC representatives will notify school partners to place orders.
- If you attempt to place orders prior to receiving notification, you will likely see a lot of items listed as “Out Of Stock”.

ORDERS:

- Orders can be submitted monthly.
- A deadline for order submission will be indicated in the email notification to place orders.
- Orders received AFTER the specified deadline (which is typically the day before order fulfillment) will be batch processed the following month. We attempt to schedule order fulfillment on the last Thursday of each month except on holidays or school holidays.

HOW IT WORKS:

- The school principal appoints one person to coordinate and place MONTHLY orders (preferably the school counselor or social worker).
- The coordinator will consult with the school principal, social worker, counselor and/or nurse to determine what items are needed for their students before placing an order.
- Orders are placed through the Palm Project website, a Shopify platform: <https://palmproject.info>
 - Select – **Inventory** – View available items. Category of items include school supplies, hygiene, clothing, health, household & food/beverage.
 - Add items to the shopping cart like any other online shopping experience.
 - Select – **Shopping Cart** – Review your order.
 - Select - **Check Out** - Enter your BCBE email address, contact name and school address. You can even SAVE the info so it will remember you the next time you place an order.
 - Select - **Continue to Shipping** – No need to add any additional information.
 - Select – **Continue to Payment** – No need to add any additional information.
 - Select – **Complete Order** – You’re done!!
- Orders are filled by Coalition volunteers and delivered directly to your school by BCBE warehouse personnel approximately one week following the order deadline.

GUIDELINES:

- Please **order what is needed** for the month being mindful that we are supporting close to 50 campuses and we are working to ensure that this service will be sustainable.
- Palm Project is not intended to take the place of any existing program or service that is currently serving students, i.e. backpacks with secret meals or school supplies, clothes closet, etc.
- Pullups and Peditasure are intended for special needs students when parents do not pack enough supplies.



PROVIDING TANGIBLE RESOURCES
SO STUDENTS ARE FREE TO LEARN

PALM PROJECT SCHOOL PARTNER GUIDELINES

SCHOOL REGISTRATION & RECEIPT OF GUIDELINES ACKNOWLEDGEMENT

By completing, signing and returning the form below, I acknowledge that I have read, understand, and agree to the instructions and guidelines that I have received ("Palm Project School Partner Guidelines").

I understand that if I have any questions, at any time, regarding Palm Project I will contact the Baldwin County Education Coalition for guidance and clarification.

I understand that Palm Project is a volunteer driven program to benefit students in Baldwin County Schools.

I agree to be mindful when ordering only what is needed for the month as Palm Project is serving close to 50 campuses in Baldwin County.

I agree to inform the Baldwin County Education Coalition should the primary contact for orders at my school change.

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

CONTACT NAME: _____

CONTACT POSITION: _____

CONTACT EMAIL: _____

PHONE NUMBER: _____

CONTACT SIGNATURE

DATE

PLEASE COMPLETE AND RETURN PRIOR TO PLACING YOUR FIRST ORDER THROUGH PALM PROJECT.

Terry Burkle, Executive Director
Baldwin County Education Coalition
P.O. Box 932, Summerdale, AL 36580
19812 Underwood Road, Foley, AL 36535
tburkle@betterbaldwin.com
ph. 251 - 942 - 6695

**Baldwin County
Education
Coalition**

