

# CutTime's Ultimate Back-to-School Checklist!



You don't need to prepare the entire year in one day. Use this checklist to identify the few actions that will reduce the most confusion during your first weeks.

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## People and program setup

- ☐ Confirm school, program, and staff contact information.
- ☐ Review returning members and add new members.
- ☐ Confirm guardian contact information.
- ☐ Identify missing forms, signatures, or required documentation.

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## Inventory and assignments

- ☐ Run or export a current inventory list for historical record.
- ☐ Locate high-value or frequently assigned items first.
- ☐ Confirm barcodes, labels, serial numbers, and condition notes.
- ☐ Decide on your communications plan for this year, including what events are happening, your schedule of notifications, and important deadlines.
- ☐ Create a process for changes, returns, repairs, and lost items.

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## Communication

- ☐ Send a welcome announcement explaining where families will receive updates.
- ☐ Create reusable templates for reminders, events, forms, and deadlines.
- ☐ Publish your performance calendar as early as possible so families can plan ahead for concerts, competitions, and other events.

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## Money, fundraising, and boosters

- ☐ Confirm who can collect, approve, record, and report funds. Assign applicable permissions to users.
- ☐ Set up Stripe account.
- ☐ Set the first booster meeting and publish an agenda.
- ☐ Choose fall fundraising goals and launch dates.
- ☐ Review BoosterCare and SimpleRaise resources.

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## First-week priorities

- ☐ Pick three tasks that must be complete before students arrive.
- ☐ Assign task owners and due dates to those tasks.
- ☐ Schedule a 20-minute end-of-week review.
- ☐ Move unfinished, non-urgent tasks into a dated follow-up list.