

Approval Process for Ordering CATCH Materials

Vendor Contact:



CATCH materials can be ordered through the **School Specialty** website:

[General Education, CATCH | School Specialty](#)

Selecting Items:

When determining what to order and what is needed for your programs, please follow the ordering procedures listed below:

1. Items that do not need prior approval are listed below. If your program identifies the need for items that are not listed below, please contact the State Office for approval before ordering.

Name of Material:		Item #:
CATCH Early Childhood (CEC) Physical Activity Box		2125940
CATCH Early Childhood Equipment Starter Kit		2125937
CATCH PE 3-5 Activity Box (used for 1st-5 th grade)		2123756
CATCH Kids Club Activity Box (K-5 th grade)		2125929
CATCH PE Equipment Starter Set (used for 1 st -8 th grade)		2125935
CATCH PE 6-8 Activity Box		2123792
Individual items	CATCH Beanbags, (Set of 16)	2119866
	Cones (set of 16)	2119908
	Hula Hoops	025832
	Scarves	1004604
	Spot Markers	1005401
	Parachute (12', 24', 30')	2119960/2119842/2120027
	Balls	8183/11267/12200/841
	Jump Rope sets of 12 (7', 8', 9')	2121289/2121570/2119977

Determining Quantity:

2. Determine the number of items to order. Work with the school/site to make a plan on how they will utilize the materials. Will they be sharing the material at the same site location? If so, suggest having a check-out system.
3. If you are expending more than **\$2,000.00**, please **email the State Office** with justification on the quantity and how you plan to utilize the material(s).

Placing Order:

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4. Place all orders through **Beth Nemecheck**, and **Kathy Chichester**, the **designated School Specialty Sales Associate's** for CFHL, UC. This will ensure that you get the rates they have offered to the CFHL, UC program. See their contact information below:

Kathy Chichester-Descamps Subject Matter Expert - CATCH Kathy.Chichester@schoolspecialty.com Phone: 201.329.7518	Beth Nemechek Inside Sales Supervisor – Alt Markets beth.nemechek@schoolspecialty.com Phone: 920.243.5229
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Questions:

5. If you have any questions regarding the **CATCH** materials, including what to order and/or how to implement the curriculum, please contact the CFHL, UC State Office.