

# Approval Process for Ordering CATCH Materials

## Vendor Contact:



CATCH materials can be ordered through the **FlagHouse** website:

<http://www.flaghouse.com/General-Education/CATCH/>

## 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		17653
CATCH Early Childhood Equipment Starter Kit		19460
CATCH PE 3-5 Activity Box (used for 1st-5 <sup>th</sup> grade)		11591
CATCH Kids Club Manual and Activity Box (K-5 <sup>th</sup> grade)		12931
CATCH PE Equipment Starter Set (used for 1 <sup>st</sup> -8 <sup>th</sup> grade)		15018
CATCH PE 6-8 Activity Box		11595
Individual items	Beanbag sets	7691/17820/1053
	Cones (set of 16)	11109
	Hula Hoops	9895E
	Scarves	5473
	Spot Markers	11510
	Parachute (12', 24', 30')	10777/10785/10789
	Balls	8183/11267/12200/841
	Jump Rope sets of 12 (7', 8', 9')	11374/11378/11382

## 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 **Eric Oberman**, the **designated FlagHouse Sales Associate** for CFHL, UC and Kathy Chichester, National CATCH Coordinator. This will ensure that you get the rates they have offered to the CFHL, UC program. See their contact information below:

Kathy Chichester National CATCH Coordinator <a href="mailto:kchichester@flaghouse.com">kchichester@flaghouse.com</a> Phone: 201.329.7518	Eric Oberman CATCH Program Sales Associate <a href="mailto:eoberman@flaghouse.com">eoberman@flaghouse.com</a> Phone: 800.793.7900
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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.