

# PBIS School Store Setup Checklist

Everything you need to launch a PBIS-powered school store — from program design to ongoing operations.

## Phase 1: Program Design

- Define schoolwide expectations for point-earning (Be Respectful, Be Responsible, Be Safe, etc.)
- Set point values per recognition event (e.g., 1-5 points per award)
- Establish point-to-dollar conversion rate (e.g., 10 points = \$1.00)
- Choose initial store inventory categories (supplies, treats, privilege passes, spirit wear)
- Decide whether the store will also accept real-money parent deposits (dual-currency)

With FunFangle: Set your point-to-dollar conversion rate once. FunFangle applies it automatically across all student accounts, the admin console, and the register app.

## Phase 2: System Setup

- Import student roster via CSV (name, grade, homeroom, parent email)
- Configure staff access levels (teacher = award points, store staff = register, admin = reports)
- Set up store location(s) with inventory and pricing
- Configure parent portal settings and deposit options
- Order RFID wristbands or configure ID-based checkout

With FunFangle: Upload a CSV of students and parent emails. FunFangle sends a customizable invitation. Parents create their own login. Admin console live in 48 hours.

## Phase 3: Launch

- Send parent communication introducing the program, portal access, and deposit option
- Train teachers on in-app point-award flow (10-minute walkthrough)
- Train store staff on iPad POS register and wristband/ID checkout
- Run a soft-launch store day with a small group before full rollout
- Verify point awards, balances, and store purchases are recording correctly

With FunFangle: Teachers select the student, tap the schoolwide expectation, and award points in under 5 seconds. Store staff scan a wristband and the register does the rest.

## Phase 4: Ongoing Operations

- Schedule regular store hours (weekly or biweekly recommended)
- Review point distribution data at monthly PBIS team meetings
- Monitor for recognition equity gaps across teachers and student groups
- Run end-of-semester audit reports (point awards, purchases, deposits, refunds)
- Adjust inventory, pricing, and conversion rates based on usage data

With FunFangle: Every transaction — point deposit, store purchase, parent deposit, refund — is logged with timestamp, contributor source, and accountability reason. Download the full report anytime.

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