



Alex Zapien
Supervisor

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2026 Lockport Township Government

Back-to-School Fair Proposal – City of Crest Hill Partnership

REQUEST FOR CITY CONSIDERATION

Lockport Township Government is formally requesting to partner with the City of Crest Hill to host the 2026 Back-to-School Fair and to collaborate on expanding outreach and participation for Crest Hill residents.

This request includes:

- Use of the City of Crest Hill Office (20600 City Center Blvd, Crest Hill, IL) as the event location
- Coordination of outreach to Crest Hill residents, including those residing outside Lockport Township boundaries
- Cost-sharing for school supply kits provided to non-Township Crest Hill residents via invoice from Lockport Township

This partnership is intended to support continued expansion of the program as participation has grown significantly each year.





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INTRODUCTION

Lockport Township Government will host its third annual Back-to-School Fair in July 2026, serving approximately 250 grade school students across three locations: Lockport, Crest Hill, and Romeoville.

Each event provides pre-assembled school supply kits to families who register in advance. Community partners will also participate to share resources that help prepare students and families for the upcoming school year. Additional family-friendly items, including balloons and ice cream, will be provided.

This year’s proposal reflects continued program growth and an effort to expand access, particularly in Crest Hill, where demand has increased annually.

EVENT OVERVIEW

Event Name	Lockport Township Back-to-School Fair (Crest Hill Location)
Event Date	Weekday in July 2026
Event Location	City of Crest Hill Office (20600 City Center Blvd, Crest Hill, IL 60403)
Expected Attendance	100 students and their families

ELIGIBILITY & REGISTRATION

Eligibility	Any student residing in Crest Hill is eligible to participate, regardless of household income.
Proof of Residence	Families are typically asked to provide a student report card or similar documentation confirming Crest Hill residency at the time of pickup.
Advance Registration Only	This is an advance registration only event. Families must call the Township in advance to reserve a supply kit to be picked up during the event.



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	<ul style="list-style-type: none"> • Phone Number: 815-838-0380 • Hours: Monday–Friday, 9:00 AM – 4:00 PM <p>Spots fill up quickly, and the Township strongly prefers registering during standard business hours, as this aligns with staff availability and event operations.</p>
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EVENT LOGISTICS

Registration & Tracking	Lockport Township will manage all registrations through its main office line and maintain a detailed tracking spreadsheet, including residency verification. Approximately 100 supply kits will be allocated for Crest Hill participants.
Payment	Lockport Township will invoice the City of Crest Hill for the cost of supply kits provided to Crest Hill residents who reside outside Lockport Township boundaries. The Township will cover all ancillary event costs, including ice cream, balloons, and related materials.
Event Format	This is a drive-through/pickup-style event. Stations will be arranged to allow families to move efficiently through check-in, supply distribution, and partner tables. Approximately 8-10 tables are expected, including Township staff and partners such as police, fire, and White Oak Library.



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	<p>Lockport Township will fully staff and operate the event, including registration, distribution, and on-site coordination. Township staffing will cover all core operational functions regardless of City participation in the partnership.</p>
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MARKETING & OUTREACH

Lockport Township will promote the event through:

- Mailed summer newsletter (early/mid-June 2026)
- Facebook and social media channels

However, these channels primarily reach Crest Hill residents already within Lockport Township boundaries.

The City of Crest Hill is requested to assist with promotion through its own communication channels to ensure broader outreach, particularly to Crest Hill residents outside Township boundaries.

FLEXIBILITY & PARTNERSHIP OPTIONS

To support collaboration, the following non-exhaustive list of options are available:

1. The City may set a funding cap on the number of kits it will support (e.g., up to 20 kits). Once that threshold is reached, additional eligible participants will be placed on a waitlist. This internal cap will not be communicated publicly.
2. The City may offset costs through in-kind contributions, including but not limited to providing food or beverages, photography services, or other non-staffing event support.



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- 3. The City may also provide input on participating community partners for the event, including recommendations for local organizations or service providers to be invited or included in the fair.

BUDGET OVERVIEW

In 2025, Lockport Township reserved 75 school supply kits for Crest Hill residents. During registration, approximately 10 individuals (~13%) were unable to participate due to residency restrictions.

Based on historical registration data and geographic overlap, it is estimated that approximately 15-20% of Crest Hill participants reside outside Lockport Township boundaries.

For this proposal, we plan to reserve 100 school supply kits for Crest Hill families. The City would be billed proportionally for any kits provided to Crest Hill residents who live outside Lockport Township boundaries. Based on the geographic overlap between Crest Hill and the Township, we estimate that approximately 20 kits would be requested by Crest Hill residents who are not Township residents.

A range of kit quantities and their associated costs is provided below. The Township has historically purchased supplies in bulk and assembled kits internally. For 2026, Lockport Township is transitioning to EduKit, which provides pre-assembled kits containing the same core materials. The per-kit cost is **\$24.85 per unit**.

Estimated Cost Range (Crest Hill Allocation)

10 kits	~\$248.50
15-20 kits	~\$372.75 - \$497.00
20-25 kits	~\$497.00 - \$621.25
25-30 kits	~\$621.25 - \$745.50