

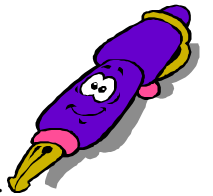


# Conduct a "Drive for Supplies" in your school or community.

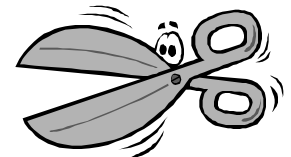


Follow this easy checklist as you set-up your own program.

- ♦ Set the dates you want to conduct a "Drive for Supplies" at your school. Try to coordinate the program with at least one other school so you can swap supplies.
- ♦ The *Drive for Supplies* coordinator should collaborate with the science teachers, social studies teachers, student service learning coordinator, student government group, etc., to emphasize the socio-economic and environmental aspects of this project.
- ♦ Collect boxes for students to put their donations. You may wish to contact local business and see if they have anything to donate.
- ♦ Schedule a day (or days) for each class, team, or grade level to clean out their lockers, backpacks, and desks.
- ♦ Advertise this collection/recycling project to all students.
- ♦ Assign students to be in the halls collecting the supplies.
- ♦ Ask students to tear out and recycle used pages of composition and spiral notebooks.
- ♦ Assign students to stand by both recycling and trash cans to ensure that no usable supplies are being thrown away and that recycling items are not going into trash containers.
- ♦ Filled boxes from classes or halls should be delivered to a designated "processing site."



- ♦ Check that supplies are in usable condition.
- ♦ Check that all used pages in composition/spiral notebooks have been torn out. (Please check carefully—this is extremely important)
- ♦ Sort items into similar categories and box accordingly.
- ♦ Close the boxes and label the contents on the outside of the boxes..
- ♦ Suggestion: Have a separate clothing drive. Contact a local clothing closet in your area for specific donation information.
- ♦ Give Student Service Learning (SSL) credit forms to students who are collecting, sorting, boxing, and labeling supplies. For more information about student service learning, go to Maryland Student Service Alliance at <http://www.mssa.sailorsite.net/index.html> or look for additional web resources at <http://www.goodcharacter.com/SERVICE/webresources.html>



- ♦ **IMPORTANT** – Be sure to set a date where other schools, organizations or individual families can come and pick up the sorted supplies or have a location in your school/community where organizations and families can pick up supplies throughout the year.



To view pictures of the "Drive for Supplies" in Montgomery County Public Schools, go to [www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies](http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies)

## Recycling Emphasis Recycling Emphasis

