



# “Drive for Supplies”

## Checklist for the School Coordinator



- No later than May 8, 2009, go to <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies/> and click on the “School Participation Link.” The User ID is “drive4supplies.”
- Register your school for the program by filling in all of the information requested. Only participating schools will receive boxes, tape, and labels.
- The *Drive for Supplies* coordinator should collaborate with the science teachers, social studies teachers, student service learning coordinator, student government group, etc., to emphasize to students the socio-economic and environmental aspects of this project.
- The Department of Materials Management will send boxes, labels, and tape to participating schools (mid-May for secondary schools, and the beginning of June for elementary schools). The boxes will be shipped to “Drive for Supplies Coordinator.” Additional packing supplies can be obtained by sending an e-mail request to Mr. Orlando (Lanny) Taylor ([Orlando\\_Taylor@mcpsmd.org](mailto:Orlando_Taylor@mcpsmd.org)).
- Organize groups of students and staff to help with this important effort. 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 before donating.
- Assign students to stand by both recycling bins and trash cans to ensure that no usable supplies are being thrown away and that recyclable items are not going into trash containers.

Filled boxes from classes and halls should be delivered to a designated “processing site” that will—

- Check that supplies are in usable condition. The coordinator should determine the usefulness or condition of the items collected.
- Check that all used pages in composition/spiral notebooks have been torn out and recycled. (Please check carefully—this is extremely important).
- Sort items into similar categories and box accordingly.
- Seal boxes, indicate content on boxes, and affix the provided labels (fill in your school name).

(DO NOT box and send clothing. For clothing drive information, go to [www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies.](http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies/))

- Give student service-learning (SSL) credit forms to secondary students who are collecting, sorting, boxing, and labeling supplies. For SSL curriculum support, go to [www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies.](http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies/)
- IMPORTANT**—No later than June 19, 2009, go to <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies/> and click on the “School Report Link” to report how many boxes need to be picked up. The User ID is “drive4supplies.”
- Stack boxes in clear view near the front entrance inside the school. The Department of Materials Management will pick up boxes from schools between July 1 and July 17, 2009.
- If you have any questions, please contact Mrs. Karen L. Crawford, coordinator, Student Affairs Office, at 301-670-1419, or via e-mail at [Karen\\_L\\_Crawford@mcpsmd.org](mailto:Karen_L_Crawford@mcpsmd.org).