



# "Drive for Supplies"

## Checklist for the School *Drive for Supplies* Coordinator



- No later than **April 15, 2011**, go to <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/supplies/> and click on the "School Participation Link." There is no user ID required, just click on "request."
- Register your school for the program by completing all of the information requested. Only registered 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 the "Drive for Supplies Coordinator." Additional packing supplies can be obtained by sending an e-mail request to Mr. Orlando (Lanny) Taylor at [Orlando\\_L\\_Taylor@mcpsmd.org](mailto:Orlando_L_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 hallways 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 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 during non-instructional time. 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 17, 2011**, 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. There is no user ID required, just click on "request."
- 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 5 and July 15, 2011**.
- 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).