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ACTION REQUESTED BY: April 15, 2011

Office of Special Education and Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 21, 2011

MEMORANDUM

To: All Principals

From: Chrisandra A. Richardson, Acting Associate Superintendent

Subject: ACTION: *Drive for Supplies* Project

Summary

- Montgomery County Public Schools (MCPS), in collaboration with Learn Shop, Inc., an organization that collects and distributes new and reusable school supplies, will participate again this year in the end-of-the-school-year locker clean-out project, *Drive for Supplies*. The collected supplies are donated to international and local nonprofit groups, including MCPS.
- All schools are encouraged to participate in this project.
- Attached are a *Drive for Supplies* checklist (Attachment A) with instructions for your designated coordinator and promotional flyers for your coordinator's use (Attachments B and C).
- Participation in *Drive for Supplies* would be an excellent opportunity to emphasize our MCPS recycling program, examine recycling in your school, and remind staff members and students about recycling regulations.
- As this project emphasizes environmental concerns and social responsibility, you may find it appropriate to involve science and social studies teachers, student government advisors, your student service learning, and your recycling coordinators.

Action

- Please designate a *Drive for Supplies* coordinator to organize groups of students and staff members to help with collecting supplies. The coordinator's responsibilities include registering your school, organizing student teams to collect, sort, box, and label usable supplies, and reporting the number of boxes collected.
- Please ensure that your designated *Drive for Supplies* coordinator registers your school online by **Friday, April 15, 2011**.

Questions

- Contact Mrs. Karen L. Crawford, coordinator, Student Affairs, at 301-670-1419 or via e-mail.

CAR:kc

Attachments

Copy to:

Executive Staff
Mrs. Blum
Mrs. Crawford
Mrs. Ferrell
Mrs. Langford-Brown
Mr. Lavorgna
Mrs. Lazor
Ms. Meador
Ms. A. O'Neill
School Administrative Secretaries
Mrs. Tarasuk
Mr. Taylor
Mr. Zagami
Rev. Newcomer
Dr. Newman
Mr. Prouty

Approved:

Larry A. Bowers, Chief Operating Officer

Frieda K. Lacey, Deputy Superintendent of Schools