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ACTION BY: MAY 8, 2009

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

April 1, 2009

MEMORANDUM

To: All Principals

From: Carey M. Wright, Associate Superintendent

Subject: ACTION: *Drive for Supplies* Project

Summary

- Again this year, Montgomery County Public Schools (MCPS), in collaboration with Learn Shop, Inc., an organization that collects and distributes new and reusable school supplies, will participate 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 schools.
- All schools are encouraged to participate in this project.
- Attached is 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 and students about recycling regulations.
- As this project emphasizes environmental concerns and social responsibility, you may find it appropriate to involve science teachers, social studies teachers, student government advisors, your student service learning coordinator, and your recycling coordinator.

Action

- Please designate a *Drive for Supplies* coordinator to organize groups of students and staff 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 May 8, 2009.

Questions

- Please address questions to Mrs. Karen L. Crawford, coordinator, Student Affairs Office, via e-mail at Karen_L_Crawford@mcpsmd.org.

CMW:kc

Attachments

Copy to:

Executive Staff

Mr. Benson

Mrs. Crawford

Mr. Lavorgna

Ms. Meador

Ms. A. O'Neill

School Administrative Secretaries

Mr. Taylor

Ms. Trementozzi

Mr. Zagami

Rev. Newcomer

Dr. Newman

Approved: _____
Larry A. Bowers, Chief Operating Officer

Approved: _____
Frieda K. Lacey, Deputy Superintendent of Schools