



"20th Annual Drive for Supplies" Checklist for the School *Drive for Supplies* Coordinator

ACTION: No later than May 31, 2019, register your school and *Drive for Supplies* coordinator using the google link:
<http://bit.ly/D4SCoordinator>

- The *Drive for Supplies* coordinator should collaborate with the School Energy and Recycling Team coordinator, science teachers, social studies teachers, student service learning coordinator, student government group, etc., to emphasize to students the socioeconomic and environmental aspects of this project. **This is the 20th Anniversary of this event and your school will not want to miss participating in this program!**
- The Department of Materials Management will send boxes, labels, and tape to all schools (late 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.
- Organize groups of students and staff members 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. To increase the awareness of this effort, consider using PA announcements, PTA newsletters, posting signage, or creating PSAs (short movies).
- 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; and
- Seal boxes, indicate content on boxes, and affix the provided labels (fill in your school name). **DO NOT SEND CLOTHING**, please
- Give *Student Service Learning* (SSL) credit forms to secondary students who are collecting, sorting, boxing, and labeling supplies during non-instructional time. The form is available online at the following link:
<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-51.pdf>
- IMPORTANT**—No later than **Friday, June 14, 2019**, submit your Drive for Supplies data through the google form: <http://bit.ly/D4S2019Collection> to report how many boxes need to be picked up from your school.
- The Department of Materials Management will pick up boxes from schools between Tuesday, June 18 and Friday, June 28, 2019.

If you have any questions, please contact Mrs. Shella B. Cherry, Coordinator, Student Leadership and Volunteers, at 240-740-4692 or via e-mail at shella_b_cherry@mcpsmd.org.