



CHECKLIST FOR EVENT COORDINATORS

A step-by-step guide for your kit building event

Phase	Tasks and Status
Get Organized	<ul style="list-style-type: none">• Receive confirmation of your order• Review promotional materials• Review order to ensure all items have been delivered• Acquire boxes for an easy delivery of kits to Schoolhouse Supplies
Build Excitement	<ul style="list-style-type: none">• Promote your event with materials provided by Schoolhouse Supplies or your own!• Advocate for volunteers to sign up
Host Event	<ul style="list-style-type: none">• Ensure that venue is set up in an efficient way to build kits• Present a short program to kick off your event!• Box up and label completed kits for delivery to Schoolhouse Supplies
Wrap-Up	<ul style="list-style-type: none">• Coordinate delivery with Schoolhouse Supplies

For more information, visit schoolhousesupplies.org or contact Jaime Johnston, Programs Manager at jaime@schoolhousesupplies.org.

ABOUT SCHOOLHOUSE SUPPLIES

Sharing our mission and impact with your participants is a great way to kick off your event!

MISSION

Schoolhouse Supplies is a Portland-based nonprofit that supports public education by providing free school supplies to under-served students. We believe every child deserves school supplies and has the right to a quality education. **We envision a world in which every child has the tools they need to achieve academic success and feel confident in school.**

IMPACT

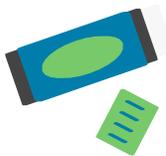
With help from volunteers like you, Schoolhouse Supplies has successfully distributed more than \$47 million of free school supplies and helped hundreds of thousands of children since 1999.

THE NEED

At our typical partner school, 90% of the students participate in the National School Lunch Program. Nearly every child's family struggles to support their family's basic needs, making school supplies an unattainable luxury. Schoolhouse Supplies removes this barrier by providing equitable access to the academic tools that enable students to achieve academic success and build confidence.

"My students show up to school with only the clothes on their back. Being able to access Schoolhouse Supplies allows for all my students to have materials that allow them to engage in lessons and grow as learners. With our high mobility rate, students that show up after the school year has started walk in knowing that they have everything they need to jump right into our classroom community!"

-Amanda Lehman, 2nd grade teacher, Glenfair Elementary School



SEQUENCE OF SUPPLIES FOR PACKING EACH KIT



The number of supplies per kit is based on your company's purchase quantity. The order of items is the suggested sequence in which they are packaged.

Items	# Supplies/ Student
Two-Pocket Folders	_____
Composition/Spiral Notebooks	_____
Pencil Pouch	_____
Pencils	_____
Highlighter	_____
Markers/Colored Pencils/Crayons	_____
Eraser	_____
Glue Stick	_____
Backpack	_____

MAP FOR PACKING EVENT

Space and table materials vary.
Below is a suggested layout for a table set up:

Start

Pencil Pouch
Pencils
Glue stick
Eraser
Highlighter
Markers/Colored Pencils/Crayons
Composition/Spiral Notebooks
Two-pocket folders
Backpack

Volunteers



Finish



THE PROCESS:

SET-UP, PACKING AND CLEAN-UP

Unpacking and Setting Up Supplies

Use the Map and Sequence List to tape supply labels to the side of the table in their corresponding positions. Instruct your team to start putting boxes of supplies in their designated locations on and under the table if more space is needed. It is recommended that all boxes are sorted before being opened.

Refer to the total amount of supplies your company purchased/how many backpacks will be packed (this is most commonly found in an invoice). Set aside any extra items that won't fit evenly into the number of backpacks ordered. Remove any extra items so they do not get mixed in with those that will be sorted into packs.

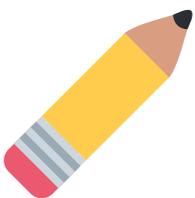
Begin unpacking supplies. Use larger bins/boxes to dump small items into (pencils, erasers, highlighters, glue sticks, etc...)

- Pencil Pouches - stack in boxes, unzip if time allows
- Pencils - Pencils will be placed inside pencil pouches in groups of 10 (optional: pencils can be bundled beforehand with a rubber band)
- Colored Pencils - stack in boxes
- Markers/highlighters - stack up in rows
- Folders - cut off tops of boxes all the way around (be careful not to cut into folders) for easy access
- Composition Notebooks - stack in rows
- Backpacks - open boxes, unzip bags, stack in short piles at the end of the table (you can also use empty boxes turned upside down to create a small platform so you don't have to bend over to pick up bags)

Flatten all cardboard boxes not being used to hold supplies. Save a few larger ones to hold the flattened boxes (especially the smaller ones used for eraser, pencil, and marker packaging). If flattened cardboard is kept in piles at each table, it will be an easier clean-up. Flatten as you go (designate 1-2 team members to be on recycling duty if you have enough people)

Packing

- Station team members on either side of the table, slightly staggered ideally with one person at each supply. Areas to double up easily if needed are folders, pencil pouches and pencils.
- Start with the pencil pouch, first filling it with either bundled/loose pencils and then pass it down the line to be filled with the other loose/smaller items.
- Include the file folder and the composition/spiral notebook last when placing supplies into a backpack as the final product.
- At least one participant should be placed at the end of the assembly line, quickly checking the bags/backpacks to ensure that all supplies are included, and placed carefully into the box. These participants will ensure that each box can close neatly in order to be stacked efficiently later on.



Clean-Up

- Clean up garbage and recycling (if there is a large outside container, transfer cardboard there).

Additional Reminders

Have the following items on hand prior to and during the packing process:

- Box cutters or scissors to open the bulk school supplies
- Trash and recycling bins
- Shipping tape to assemble boxes for the completed backpacks
- Optional: Writing utensils for "well-wish" cards



INCLUDE A "WELL WISH" CARD!

A guide to writing notes to students:

As part of your kit-building event, feel free to include a note of encouragement to students that will be receiving a backpack. Use a 3 x 5 index card for easy card-making. PLEASE encourage your group to take their time writing their notes. Each note is truly valued by teachers and even more importantly, the child that receives the kit. The notes are often kept long after the supplies have been used as a reminder that someone took the time to provide them with supplies. These cards let teachers and students know that the community cares about them, so every word counts!

Tips:

- Read sample notes of encouragement below to give participants an idea of what to write.
- Provide a template of pre-written notes or poems for those who don't know what to write.
- Please refrain from using any religious verses or sayings as we serve a group of diverse students and teachers with many different beliefs.
- Keep the note friendly, light and encouraging. Let the students know that they are valued, and with hard work anything is possible!

Samples:

- "You are smart, fun and ready for greatness!"
- "I am so proud of you!"
- "You are an EXCEPTIONAL student!"
- "Believe in yourself"
- "Confidence looks good on you"
- "You are perfect just the way you are!"
- "You are changing the world everyday"
- "Success comes from hard work"
- "You've got this!"
- "You're a superstar!"
- "Nothing can stop you now!"
- "Great Job!"
- "Keep up the hard work!"
- "Have a great school year!"

