

The Process

1. Solicitation and Bulk Purchase

- To raise funds and solicit in-kind donations, we will continue to build partnerships with local business, foundations and the community
- Twice a year, we will purchase large quantities of supplies through an arrangement with our business partner, *Give Something Back Business Products*

2. Storage

- We store the purchased and donated supplies at one of three secure storage facilities

3. Assembly

- Recruited by our student organization, *EBCSF at Berkeley*, several hundred UC Berkeley undergraduate volunteers will assemble the supplies into grades K-1, 2-5 and 6-12 packages
- The efficiency of the 'assembly line' model enables a table of 25 volunteers to produce 200 packages an hour

4. Distribution

- For the convenience of the recipients and efficiency, we are partnering with local community agencies and centers with the goal of having one distribution venue in every neighborhood
- Registration: Every student is required to register *in advance*. The registration forms are less than one page, numbered, in several languages and available at each venue up to two months prior to the distribution (see sample on page 9).
- Registered students/parents will receive an email and/or phone reminder just prior to the distribution.

What's in a School Supply Package?

Grades 6-12: One Package

- 1 Binder with Inside Pocket
- 1 Pack #2 Pencils
- 1 Set of Subject Dividers (8 subject)
- 1 (12 inch) Wood Ruler
- 1 Pack of (approx.) 12 Pens
- 4 Packs of 100 count Ruled (lined) Index Cards
- 1 Protractor
- 1 "Gum" (or similar) Handheld Eraser
- 2 Ten packs of mechanical pencils
- 1 Handheld Pencil Sharpener
- 2 Highlighters
- 1 Whiteout tape
- 1 Small stapler
- 3 Packs of College Style Paper (150 sheets each)
- 8 Folders
- 1 Pack Post-It Flags
- 1 Glue Stick
- TI-30Xa Scientific Calculator
- 1 Pack of Kleenex

Grades 2-5: One Package

- 1 Pack of (approx.) 12 Pens
- 1 Pack #2 Pencils
- 1 Binder with Inside Pocket
- 4 Packs Wide Ruled Paper (150 sheets each)
- 6 Folders with Pockets
- 1 Handheld Pencil Sharpener (useable for large and regular #2 Pencils)
- 4 packs of 100 count Ruled (lined) Index Cards
- 1 "Gum" or other handheld eraser
- 1 Pack of (Primary Color) Crayons
- 1 Glue stick
- 1 Pair of (paper) Scissors
- Lunch Box (Various Designs)
- 1 12-inch Wood Ruler
- 1 Pack of Kleenex

K-1

- Includes all of 2-5 except #2 pencils, pens and adds the items below.
- 1 Pack of Large or "Stubby Sized" Pencils
- 1 Pack of Large "Stubby Sized" Crayons
- 1 Unit of Manipulatives for numeration

*Actual packages may contain *more* than what is listed