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| Supply Committee |

**COMMITTEE DESCRIPTION**

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| Purchase and maintain all consumable materials used by the school. |

**RESPONSIBILITIES**

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| * Attend all school clean-ups.
* Purchase supplies as needed (i.e. napkins, paper cups, paper towels, Kleenex etc.)
* Assess supplies weekly and replenish as needed.
* Post a supply checklist on the white bulletin board and check weekly.
* Check with teachers monthly for supply needs.
* Submit reimbursement request form with receipts monthly to VP.
* Adhere to annual budget determined by the board – $800 for the year/ $100 per month.
* Make wise decisions to minimize costs.
* Supply person needs all supplies before the “All School Clean Up” in Sept.
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**SUPPLIES**

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| Costco card, vehicle |

**TIME COMMITMENT**

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| Approximately 3 hours/month and please plan on attending all school clean-ups. |

**CONTACTS**

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| Teacher: Ms. Melissa Teacher: Ms. HilaryTeacher: Ms. Megan | (253) 952-3761(808) 384-9073(253) 686-8086 | bernovich@yahoo.comhutson.hilary@gmail.commeganlwest@hotmail.com |

**IMPORTANT DEADLINES**

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| Contact teachers in August to have supplies ready for the first day of school. |

**NOTES/COMMENTS**

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| Thank you for taking on this position!Make a copy of receipts for your records. Grant Writer may contact you to find out specific supplies needed so she can request in-kind donations from area businesses.Supplies located in teachers’ classrooms, upstairs hall closet, and in downstairs in cabinets in the kitchen. Certain supplies are located in a locked cabinet. You will be given the code to this cabinet in the fall. Supplies Before 1st Day of Class: cups, napkins, paper towels, TP, plates, spoons, hand soap, regular sponges and bleach. |