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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 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. |

**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. Rona | (253) 952-3761  (253) 925-1319 | bernovich@yahoo.com  kahnaks@comcast.net |

**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. |