

Requested School Supplies & Inventory Sheet

Please share this with any colleagues at your school who will be helping to collect supplies. You can use this sheet to track your supplies so you are prepared to fill out our Online Shipping Inventory Form in May 2010. Just fill in the number of each supply that will be packed in each box. Make multiple copies of this sheet if you have more than 3 boxes.

You do not need to send us this inventory sheet. It is only to help you collect and track your donated supplies so you are prepared to fill out our Online Shipping Inventory Form. This information is critical for international customs purposes. We could be charged large fines if this information is not accurate. Thank you!

Unfortunately, we cannot accept used clothing or blankets due to international customs law (they would require an official certificate of disinfection, and that will complicate our import process in Uganda). If you do include any clothing or blankets, please make sure that they are new. This is indicated by "NEW" on the list below.

For items such as crayons, pens, colored pencils, etc. please note that we need a per item count. This means that if you are sending a 24-pack of crayons, it would count as "24." If you are sending 3 8-packs of crayons, it would also count as "24." This is slightly cumbersome, but it's the only way we can standardize all the different-sized boxes and quantities that are available. Do your best to approximate accurately.

Please indicate the number of items in each box using only whole numbers (no words or decimals.)

	Box Number 1	Box Number 2	Box Number 3
Weight of Box (please round up to nearest whole number)			
Number of Student-Made Books			
Number of Published, Donated Books			
Balls			
Bar Soap - <i>no liquid soap</i> (# of bars of soap)			
3-Ring Binders			
Blankets - <i>NEW</i>			
Bookbags			
Bookmarks (# of individual bookmarks)			
Calculator			
Chalk (# of pieces of chalk)			
Chalkboard Eraser			
Colored Pencils (# of individual pencils)			
Compass - <i>for math</i> (# of individual compasses)			
Compass - <i>for directions</i>			
Construction Paper (# of sheets of paper)			
Crayons (# of individual crayons)			
Dresses - <i>NEW</i>			
Erasers - <i>pencil or art erasers</i> (# of individual erasers)			
Fabric - <i>NEW</i> (# of yards)			
First Aid Kits			
Flashcards (# of individual cards)			
Floss (# of individual packs of floss)			
Folders - <i>file folder or other</i> (# of individual folders)			
Games - <i>board games, cards</i>			

Glue Bottle (# of bottles)			
Glue Stick (# of individual sticks)			
Hole Punch			
Index Cards - <i>blank</i> (# of individual cards)			
Jacket/Coat - <i>NEW</i>			
Latex Gloves (# of pairs of gloves)			
Letter-Sized Envelope (# of individual envelopes)			
Manila Envelope - <i>any size</i> (# of individual envelopes)			
Manipulatives - <i>for math</i> (# of individual pieces)			
Maps & Charts & Posters			
Markers (# of individual markers)			
Musical Instruments			
Notebooks or pads of paper - <i>lined or blank</i> (# of notebooks)			
Oil Pastels (# of individual oil pastels)			
Paint brush (# of individual brushes)			
Paints (# of individual paints)			
Pants - <i>NEW</i> (# of pairs of pants)			
Paper - <i>white lined or blank</i> (# of sheets of paper)			
Paper Clips (# of individual paper clips)			
Pencil Pouches/Organizers			
Pencil Sharpener (# of individual sharpeners)			
Pencils (# of individual pencils)			
Pens (# of individual pens)			
Protactor			
Ruler			
Scissors			
Sewing Kits			
Shirt - <i>NEW</i>			
Shoes - <i>NEW</i> (# of pairs of shoes)			
Shorts (<i>only boys</i>) - <i>NEW</i>			
Socks - <i>NEW</i> (# of pairs of socks)			
Sports Equipment (# of pieces of equipment)			
Stapler			
Staples (# of individual staples)			
Stickers (# of individual stickers)			
Sweaters/Sweatshirts - <i>NEW</i>			
Tape - <i>Masking or Scotch</i> (# of rolls of tape)			
Tooth Paste (# of tubes of toothpaste)			
Tooth Brushes (# of tooth brushes)			
Toys - <i>NEW stuffed animals, etc</i>			
Underwear - <i>NEW</i> (# of pairs of underwear)			
Wash Clothes - <i>NEW</i> (# of wash clothes)			
White Out (# of bottles of white out)			