

# School supplies and donation planner

Use a current teacher or recipient list. Count usable items already available, record exact specifications and buy or collect only the remaining gap. Write one unit for every quantity.

Family / receiving school / contact / list date / needed by:

| Item and specification | Needed | Usable | Gap | Offer / cost |
|------------------------|--------|--------|-----|--------------|
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|                        |        |        |     |              |

Gap = needed quantity minus usable stock (minimum zero). Convert pack prices to the same unit, but compare the cash needed to fill the list as well as unit price.

**Fictional example:** 6 notebooks needed - 2 available = 4 to buy. A 4-pack at \$4.80 fills the gap. A 10-pack at \$10 has a lower unit price but costs \$5.20 more upfront and leaves 6 extra. Tax excluded.

## For a donation drive

Recipient-approved items / accepted condition / items to avoid:

Collection end / sorting lead / storage / confirmed delivery:

Actually received / remaining gaps / next-time improvement:

Source of specifications: the current school list or receiving organization. Confirm permission, needs and delivery before promoting a drive. DonorsChoose process reference is linked in the guide.