

# Classroom Supply Donation Checklist

Organize classroom supply requests, parent donations, and recurring needs without confusion.

## Donation rules

- Confirm teacher needs first.
- Avoid requesting items the school prohibits.
- Make the donation optional and specific.
- Update parents when an item is already covered.

## Common categories

- Paper goods
- Cleaning supplies
- Classroom organization
- Party supplies
- Art supplies
- Emergency backup items

## Parent message - supply request

Hi everyone, [teacher/class] could use a few classroom supplies for [purpose]. If you are able to help, please choose one item from the list by [date]. Thank you for helping keep this organized and easy.

## Supply donation checklist

Category	Item	Qty needed	Donated by	Status
Paper goods	Napkins			
Paper goods	Plates			
Cleanup	Wipes			
Organization	Labels			
Activities	Markers/crayons			
Party	Decor			