



## *Accepted Donations and General Guidelines*

The LP Pencil Box provides Metro Nashville Public School educators with the necessary supplies to cultivate a productive learning environment. Every donation received goes directly into the hands of these educators.

The LP PENCIL Box welcomes donations of new school supplies and some gently used items. Please review the following list to see if the items you're interested in donating are appropriate.

### Most Needed Items:

- Pencils
- Clorox Wipes/Sanitizing Wipes
- Construction Paper
- Ziplock Bags
- Tissue Boxes
- Paper Towels
- Marker Packs
- Dry Erase Markers
- Composition Books
- Math Tools (Calculator, Compass, Protractor)

### Notes:

- Test all writing utensils before donation to ensure they work.
- Remove all marked notebook pages.
- Donations should be clean and ready for distribution to teachers.
- Call ahead to assure we are prepared to accept donation

Email [jwright@pencil615.org](mailto:jwright@pencil615.org) with any questions or to schedule a large donation.

## Accepted NEW Items:

- Awards/Incentives/Toys/Stickers
- Backpacks
- Binder Clips
- Calculators
- Colored Pencils (12/24 count)
- Composition Notebooks
- Compasses (Math)
- Cleaning Supplies
- Crayons (24 count)
- Clipboards
- Dry Erase Markers
- Erasers (regular pink & pencil top)
- Expo Cleaner
- Flash Drives
- Glue (sticks and bottles)
- Hand Sanitizer
- Health and Hygiene products (deodorant, lotion, chapstick)
- Highlighters
- Hole Punch
- Index Cards
- Journals
- Zip Lock Bags
- Markers (washable, 8 count)
- National Geographic Magazines
- Notebooks (Spiral, college & wide ruled)
- Office trays
- Paper (graph, construction, copy, loose leaf, butcher, specialty)
- Paper towels
- Paint (washable, Crayola, tempera, washable watercolors)
- Paint brushes (small packs)
- Pencil Boxes/Pouches
- Pencil Sharpener
- Pens
- Planners (Students assignments/Schedule)
- Pocket Folders
- Posters (classroom appropriate)
- Post-it notes
- Poster Board
- Protractors
- Push Pins
- Reading Books (elementary - high school level, no old textbooks or manuals)
- Rulers (inches/centimeters)
- Rubber bands
- Sanitary wipes (Clorox, Lysol)
- Scissors (blunt edge)
- Sharpies
- Staplers/Staples
- Tape and tape dispensers
- Tissues (box)
- White out Pencils (# 2)
- Manipulatives (objects [ex. blocks/flashcards] that a student is instructed to use in a way that teaches or reinforces a lesson)

## Accepted NEW or GENTLY USED Items:

- Binders
- Classroom Posters
- Clip Boards
- Combination Locks
- Office Trays
- Tape Dispensers
- Reading Books (please, no textbooks)
- Letter-size File Folders
- National Geographic Magazines
- Manipulatives
- Staplers
- Hole Punchers
- Paper Cutters
- Classroom Posters

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