

**MEMO**

Date: June 2014

From: Amy Andersen, Volunteer Engagement Manager  
United Way of Hunterdon County  
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Re: **Tools 4 School 2014**

As summer approaches, United Way of Hunterdon County (UWHC) is busy preparing our annual Tools 4 School program, which provides students in need with school supplies necessary for a successful school year. This program is open to children in Hunterdon County schools who are eligible for Free/Reduced Lunch and/or families with a demonstrated need.

**How to receive a School Supply Kit(s):**

- Each family that has school-age children in need **must fill out a Tools 4 School Client Request Form**. This form has been included, but can also be found on our website [www.uwhunterdon.org](http://www.uwhunterdon.org). The only person outside of UWHC who will be aware of your request is the school nurse of the child's school. This notification helps us avoid duplication of services.
- **You must send the form in by July 11** to be a top priority to receive an age-appropriate school kit. Forms can be sent back to UWHC by mail, email, or dropped off.
- Kit distribution to students will take place during the week of August 18 at a variety of locations. You will be notified by postcard on or around August 15<sup>th</sup> of the specific time and place to pick up the school supply kit(s).

**Kits include:** (Kits in age-appropriate backpacks as available, will be distributed; otherwise kits will be put into a regular bag for distribution)

**\*Elementary School Kit includes:** Pencils, Crayons, Markers, Dry Erase Markers, Composition Book, Scissor, Wide-lined filler paper, Binder, Folders, Glue Stick, Pencil Case, and Pencil Sharpener

**\*Middle School Kit includes:** Pens, Pencils, Colored Pencils, highlighter, College-lined paper/notebooks, Folders, Dividers, Pencil Case, pencil sharpener, Composition Book, Binder, Scientific Calculator

**\*High School Kit includes:** Pens, Pencils, Highlighter, College-lined paper/notebooks, Folders, Binder, Dividers, pencil sharpener, and Post-it Notes.

\*All school supplies are donated, so items in the kits may vary from the list stated above.

Families that fill out the enclosed Tools 4 School Client Request form and send it in by **July 11<sup>th</sup>** will be a **top priority** for receiving an age appropriate school supply kit.

Thank you for your participation in this program. If you have any questions or would like more information on Tools 4 School, please feel free to contact Amy Andersen, Volunteer Engagement Manager at (908) 782-3414 x24 or [amy@uwhunterdon.org](mailto:amy@uwhunterdon.org).

**GIVE. ADVOCATE. VOLUNTEER.**