

# Site Resources

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Applicable Forms (can be found in Forms Appendix)

- 1) PC-1 Take Home Book Order
- 2) PC-2 Volunteer Recruitment Chart
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## **Energy Express Supplies**

Suggestions for obtaining Energy Express supplies at little or no cost:

- ❖ **Teachers!** Ask teachers to contribute leftover supplies at the end of the school year. A large decorated box in the teachers lounge may be a good reminder.
- ❖ **Discount Stores!** Every store has a different policy, but most will donate supplies to an educational group.
- ❖ **County School Warehouses!** Check with the county school system about obtaining supplies through the warehouse.
- ❖ **School supply companies!** There are a number of supply companies, some with catalogs and others with stores. Two that the state Energy Express office has used are: Discount School Supply, call (1-800-627-2829) for a catalog, and S&S Worldwide (1-800-243-9232) or check the internet at [earlychildhood.com](http://earlychildhood.com) and [ClassroomDirect.com](http://ClassroomDirect.com) (1-877-698-1988)
- ❖ **Office Depot!** If there is an Office Depot in your area, it is the preferred provider for purchasing Energy Express supplies.

<h2>Energy Express Resource Box</h2>
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The Energy Express **Resource Box** contains supplies and articles that are used at every Energy Express site. These items have been purchased by the state office with grant monies.

### Delivery

1. Resource boxes will be delivered to the county extension office within two weeks of the beginning of the program.
2. During the last week of the program, the state office will send a checklist to sites to make sure that everything needed is put back in the resource box. There will be a place on the checklist to note if anything needs repaired or replaced.
3. Resource boxes will be picked up at each county extension office by UPS within 2 weeks following program end date and delivered to Jackson's Mill where they will be stored.

### Boxes

1. Please make sure that resource boxes are in good shipping condition and lids are secure.
2. Do not put anything not listed on the checklist in the resource box as shipping costs are based on weight

### Resource Box Contains:

- |  |   |
|--|---|
| ☆ Parachute                            | ☆ Graphic Organizer activity card   |
| ☆ Parachute Bag                        | ☆ Woodcock Johnson binder   |
| ☆ AmeriCorps Banner                    | ☆ Idea box/Activity Card box (not all have)   |
| ☆ Reflection Toolkit                   | ☆ Two Video Tapes:  |
| ☆ Four Resource Books                  | 1. <i>Connecting Children to Reading</i>  |
| 1. <u>I Can Read! I Can Write!</u>     | 2. <i>Energy Express: Where Breakfast, Lunch and Learning Don't Take a Summer Break</i> |
| 2. <u>Corps Design</u>                 |   |
| 3. <u>Silly Sports and Goofy Games</u> |   |
| 4. <u>Parachute Play</u>               |   |
| ☆ CARDIAC CDs                          |   |

### Kept Locally:

First Aid Kit --supplied by Energy Express  
Library of Books --about 110 Scholastic titles (marked with an Energy Express label)



## ART AND WRITING SUPPLIES

Energy Express believes that all children have the ability to be creative and that many **opportunities for making art** should be available to them. We do “art”—not “crafts”. In Energy Express there are no coloring books, coloring sheets, ditto sheets, paint-by-number kits, stickers, or craft projects. Research indicates that restrictive art experiences interfere with children’s creative expression.

The following standard supplies are to be ordered **or obtained locally** for each site:

- ❖ Construction paper – 12”x18” in assorted colors (including white), four packages (50 sheets per package) **per small group**
- ❖ Fine-tip makers – assorted colors, four packages per small group
- ❖ Broad tip markers – assorted colors, four packages per small group
- ❖ White glue – one gallon per site
- ❖ Individual glue bottle –four per small group
- ❖ Crayons – four 16 count boxes per small group
- ❖ Pencils – 2 per child
- ❖ Staples – one box per site
- ❖ Colored blackboard chalk – assorted colors, two boxes per small group
- ❖ Sidewalk chalk – assorted colors, one bucket per small group
- ❖ Tempera paint – one gallon liquid each color: red, black, green, yellow, blue
- ❖ Notebook filler paper – two packages (220 sheets each) for each older small group
- ❖ Rules newsprint – one half ream for each younger small group
- ❖ Newspaper end roll (end rolls are available free of charge from newspaper offices if you contact them at least one month before they’re needed)

**New** sites should also have the following:

- ❖ Adult scissors—one per AmeriCorps member
- ❖ Child Scissors—one per child
- ❖ Paint brushes—variety of sizes
- ❖ Staplers—one per AmeriCorps member
- ❖ Staples
- ❖ Dry erase markers—if site has dry erase board



## BOOK RESOURCES FOR SITES

The Energy Express County Collaborative can begin identifying sources of books before the program begins. Providing many sources of quality literature is a must for each Energy Express small group. Three hundred books for a small site and 500 for a large site are reasonable numbers.

**School libraries.** Arrange with the librarian to train a volunteer to be responsible for handling book loans and returns. If access to the library during the summer is not possible, submit the list of suggested books and ask the librarian to make them available.

**Title I Teachers.** Many Title I teachers are willing to share their libraries so children will have summer books.

**Public libraries.** Public libraries will loan a number of books each week. Give the librarian the book list ahead of time and ask if the books can be available during the given weeks.

**College libraries' children collections.** Check with nearby colleges about the possibility of borrowing a large number of books from their collections.

**Read Aloud West Virginia.** Several book trunks are available for loan free. There are especially great for sites having limited resources for books. These trunks are loaned on a first-come, first-served basis to counties that inquire. The trunks hold approximately 30 books and provide a very colorful and up-to-date collection for grades K-6. Contact **Read Aloud West Virginia at 304-342-7850** for information on how to take advantage of this **free resource**. Counties are responsible for postage to return the trunks at the end of the loan period.



## FAMILY-STYLE MEAL SUPPLIES

In Energy Express, each mentor and eight children share breakfast and lunch family-style. Each group uses serving bowls, platters, pitchers, serving spoons, and glasses that are small enough for children to handle with ease. **Each small group needs these items** to facilitate family-style meals; **the items cannot be shared across groups**. The items are purchased or obtained locally. Such stores as Dollar Stores or Big Lots are good places to shop for them. Head Start centers, camps, or churches may have serving pieces that they will loan. Returning sites will need to check their supplies from previous years to be certain they have enough.

Standard Family-Style Meal Supplies for each small group:

- ❖ Two or three 1 ½ quart bowls
- ❖ Two smaller bowls
- ❖ A platter
- ❖ A small pitcher
- ❖ Three serving spoons—one slotted
- ❖ 9 small plastic drinking glasses
- ❖ 9 sets of silverware
- ❖ 2 tongs
- ❖ Napkins

Table settings including dinner plates, soup bowls, and dessert dishes for family-style meals are preferred, but school trays will work. Many sites purchase vinyl tablecloths to help create a more “home-like” atmosphere, and children often make their own placemats and other table decorations.



## FOUND OBJECTS FOR WRITING, ART AND DRAMA

The Energy Express County Collaborative should identify a community group that will assume responsibility for collecting “found” objects. Community groups such as the Community Educational Outreach Service (CEOS), parent organizations, church groups, and civic organizations have gathered these supplies for sites. These **recycled items** will aid mentors in working with children in writing, art, and drama activities.

Many sites have used the services of volunteers to organize and maintain the supply of “found” objects in a designated space at the site.

- Foam egg cartons – for paint containers/palette
- Paper bags (all sizes) for masks, personal storage, sculpture
- Paper towel or toilet paper tubes for sculpture, cardboard box construction
- Large appliance boxes – private reading spots, buildings
- Wallpaper sample books – for decorating book covers, collage
- Magazines with lost of pictures – collage, illustrations—appropriate titles
- Packing material (foam peanuts or shredded paper) – collage, sculpture
- Empty cereal boxes – book covers
- Newspapers – preparing spaces for making art, stuffing paper bag sculpture
- Containers (cardboard containers, plastic cottage cheese or yogurt containers, margarine bins) – for all kinds of storage, drums, musical rattles
- Buttons and beads – jewelry making for costumes, collage, sculpture, puppets
- Used file folders – bookmaking, portfolios
- Wrapping paper, freezer paper, or butcher paper-drawing, painting, collage
- End rolls of newsprint (from newspaper offices) –murals, writing big stories
- Cotton balls – used to blend chalk drawings, collage
- Feathers – used to paint, collage, sculpture
- Sand – sand painting, casting plaster of Paris
- String, thread, yarn, spools – mobiles, collage, spools for puppets or sculpture
- Textured fabrics and other materials (wool, leather, silk, netting, flannel, plastic, bark, velvet, sandpaper, screening) – collage, costume making, puppets
- Clothesline and clothespins – to create display/drying area
- Socks and pantyhose – puppets
- Foam meat trays (disinfect with water and bleach!) – palettes for painting
- Plastic rings from soft drink packs – bubble making, collage
- Flour – papier-mâché
- Shower curtains or old sheets – drop cloths
- Plastic buckets with lids – for storing items
- Plastic grocery bags