

Section 4: Site Resources

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Applicable Forms (can be found in Section 9: Forms)

- 1) PC-1 Take Home Book Order
- 2) PC-2 Volunteer Recruitment Chart
- 3) PC-3 Site Monitoring Checklist

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 and 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.

Energy Express Resource Box

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.

Resource Box Contains:

- ☆ Parachute
- ☆ Parachute Bag
- ☆ AmeriCorps Banner
- ☆ Reflection Toolkit
- ☆ Four Resource Books
 1. I Can Read! I Can Write!
 2. Corps Design
 3. Silly Sports and Goofy Games
 4. Parachute Play
- ☆ Cardiac CDs
- ☆ Graphic Organizer Activity Card
- ☆ Woodcock Johnson Binder
- ☆ Two Video Tapes/DVDs
 1. *Connecting Children to Reading*
 2. *Energy Express: Where Breakfast, Lunch and Learning Don't Take a Summer Break*

Materials Checklist

1. At the end of the program, complete **Resource Box Materials Checklist (PC-4)**; send one copy to the State Office with weekly paperwork and place one copy in organizer. Indicate as specifically as possible where the box will be stored and how it is labeled.
2. Return resource box to the county extension office for storage. Resource boxes should not be left at the school, FRN, etc.
3. Items needing to be replaced will be delivered to the county extension office with two weeks of the beginning of next year's program.
4. The following items should also be labeled and stored at the county extension office:
 - First Aid Kit
 - Library of Books – about 110 Scholastic titles

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 child:

- ❖ Pencils – 2 per child

For each member:

- ❖ Masking tape – 2 per member plus 1 for site supervisor

For each group:

- ❖ 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**
- ❖ Individual glue bottle –four **per small group**
- ❖ Glue sticks – four **per small group**
- ❖ Crayons – four 16 count boxes **per small group**
- ❖ Colored blackboard chalk – assorted colors, two boxes **per small group**
- ❖ Sidewalk chalk – assorted colors, one bucket **per small group**
- ❖ Newspaper end roll (end rolls are available free of charge from newspaper offices) – if available, one **per small group**
- ❖ Notebook filler paper – two packages (220 sheets each) **for each older small group**
- ❖ Rules newsprint – one half ream **for each younger small group**

For each site:

- ❖ White glue – 2 gallons per site
- ❖ Staples – one box per site
- ❖ Tempera paint – one liquid gallon each of black and green, two liquid gallons each of red, yellow, blue, and brown

- ❖ Index cards – 2 packs per site
- ❖ Ink cartridge – 2 per printer (find out which printer will be used)
- ❖ Copier paper (for computer) – 2 reams per site

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
- ❖ Access to a pencil sharpener

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.

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 lots 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 with lids (cardboard containers, plastic cottage cheese or yogurt containers, margarine bins, soda bottles, milk jugs) – 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, old sheets, trash bags – drop cloths
- Plastic buckets with lids – for storing items
- Plastic grocery bags
- Coffee filters

- Paper cupcake liners
- Paper plates
- Shoe boxes
- Backs of calendars
- Milk rings
- Wrapping paper