

# PTO Mid-Year Supply Drive

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## PTO's Mid-Year Supply Drive

At January's PTO meeting, the community received a request from the Longfellow Administration for funds to help with a shortage of school supplies. The community was open to the PTO providing funds, but requested that parents first be asked to contribute to the needs of their classrooms. There was also a desire to ensure that teachers are not forced to buy classroom supplies using their own money.

**The PTO will reward all teachers who create and distribute an Amazon wish list by Friday, February 13th by purchasing one item from their list to donate to their class (up to \$10).  
– see item #13 below for instructions.**

## Why Amazon?

Many parents are willing and eager to purchase supplies for their children's classrooms, but sometimes it's hard to know exactly what to get (e.g. what is a composition book and how do I find one?). An Amazon Wish List is an online tool for creating a request list.

Parents can easily purchase supplies directly from Amazon or can go to their local retailer. Once the wish lists are setup, hopefully teachers will keep them up-to-date throughout the year so parents can be kept in the loop regarding needed supplies.

## What Types of Things Should I Put on My Class List?

The school/PTO will directly purchase items that are easier to buy in bulk, such as paper (the PTO has funds set aside for this purpose already). The Amazon request list should be used for other items you personally could use for your classroom, especially those that may be more specific and/or hard to find.

## I've asked my class for supplies before, but didn't get much. How will this help?

The PTO will be advertising this supply drive at the February PTO meeting and via eAnnouncements. Once your wish list is created and distributed, please email Polly if your wish list is not being fulfilled by your classroom parents. The PTO will send out notification to the school via eAnnouncements for classes that could use additional assistance.

## Sounds great! How do I Set a List Up?

The instructions for creating a wish list are below. If you have questions or need assistance, please contact Polly at the front office or Leah Kirby ([president@longfellowcompadres.org](mailto:president@longfellowcompadres.org), 619.300.2545).

## Instructions to Create an Amazon Wish List

1. If you do not already have an Amazon account connected to your school email address, connect to <https://smile.amazon.com/> and click on "Create an account" at the bottom right of the screen.


### Sign In

Your email address:

Your Amazon password:

[Forgot your password?](#)

Sign in using our secure server 

New to Amazon? [Create an account](#) 

2. Register an Amazon account using your school email address ([xx@sandi.net](mailto:xx@sandi.net)):

### Register

New to Amazon.com? Register Below.

Your name:

Your email address:

[xx@sandi.net](mailto:xx@sandi.net)

Re-type your email address:

[xx@sandi.net](mailto:xx@sandi.net)

Your mobile phone number:

(Optional)

[Learn more](#)

### Protect your information with a password

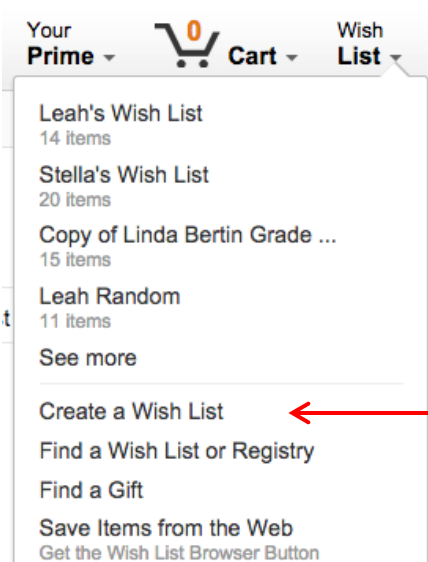
This will be your only Amazon.com password.



Enter a new password:


Re-type your password:

Create Amazon account 

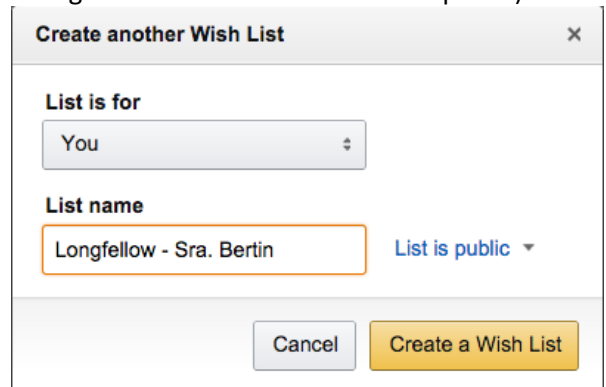
3. Once your account is created, hover over (place mouse cursor over but do NOT click) on "Wish Lists" in the upper right corner and then click on "Create a Wish List".




Your Prime  Cart  Wish List

- Leah's Wish List  
14 items
- Stella's Wish List  
20 items
- Copy of Linda Bertin Grade ...  
15 items
- Leah Random  
11 items
- See more
- Create a Wish List 
- Find a Wish List or Registry
- Find a Gift
- Save Items from the Web  
Get the Wish List Browser Button

4. For the List Name, enter "Longfellow – Sr(a). xx" and click "Create a Wish List" (do NOT make any changes to List is for You and List is public).



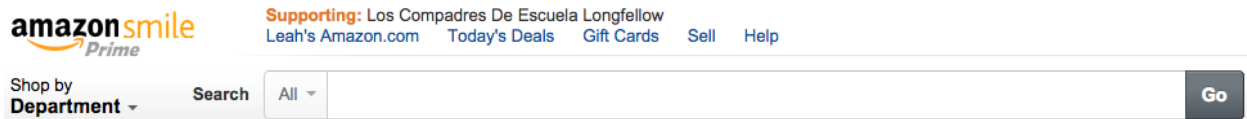
Create another Wish List 

List is for

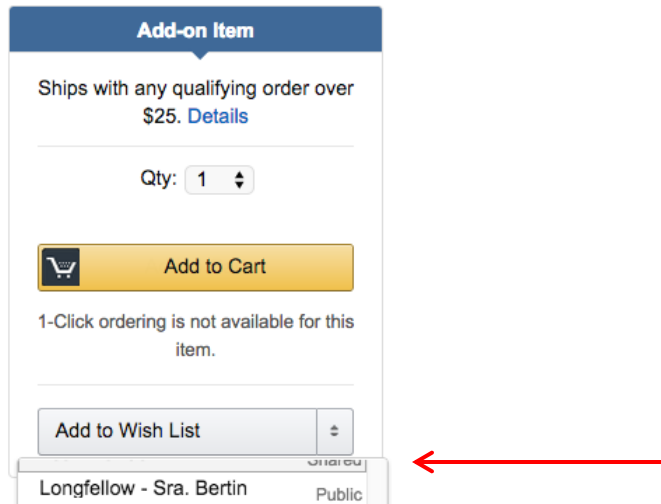
List name  
  List is public

## Instructions to Add Items to Your Wish List

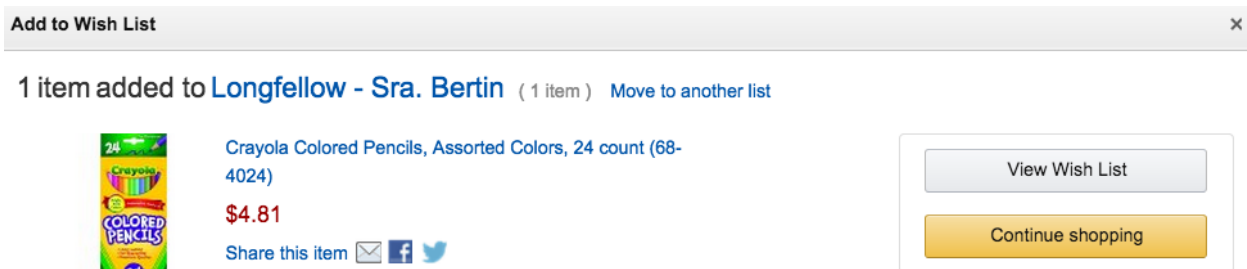
- Once the list is created, search for items you want to add to your list using the search box at the top of the screen.



- Once you've found the correct item, enter the quantity desired on the right side of the screen, click on the arrows next to "Add to Wish List" and then select the name of the list you just created, "Longfellow – Sra. Xx"



- Continue adding items to your wish list by clicking on "Continue shopping" or view/edit your Wish List by clicking on "View Wish List".



- If you would like to add non-Amazon items to your list (optional), follow the instructions here to add the plug-in for your browser: <http://www.amazon.com/wishlist/universal> .



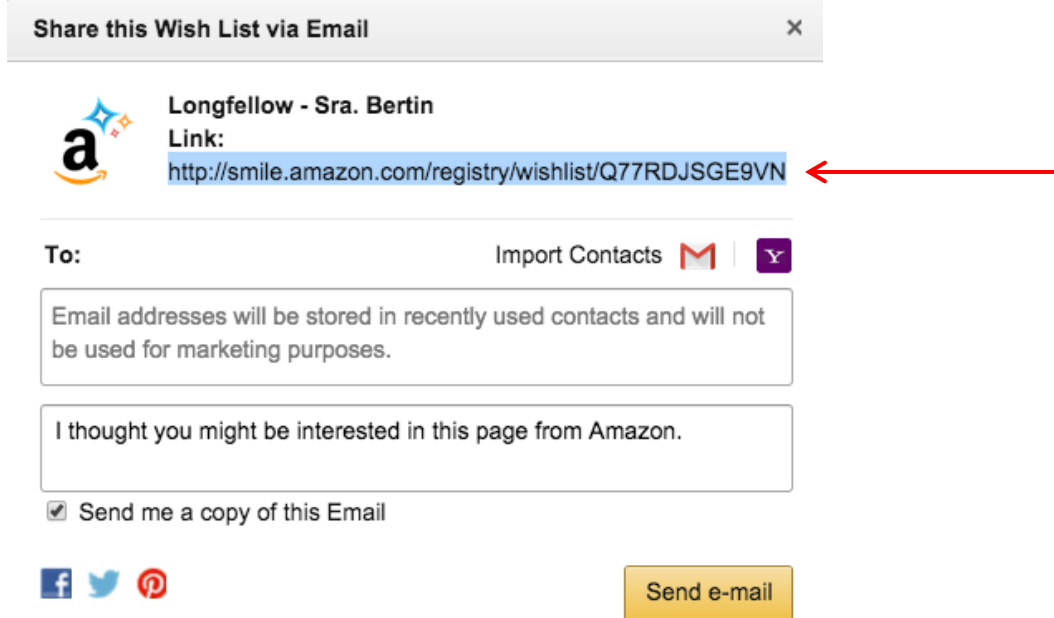
When you find an item you like on a non-Amazon website (such as Staples), click the Amazon icon at the top of your browser to add the item to your list. If the item is available on Amazon, you will be asked if you want to add the Staples item or the Amazon item.

The screenshot shows a browser window with an Amazon wishlist overlay. The overlay title is "amazonwishlist" and contains the text "We found a match on Amazon. You can add this item instead." It features a product image of Sharpie markers, the title "Sharpie Fine Point Permanent Markers, 12 Colo...", the price "\$16.08 \$7.19 Prime", and an "Add to Wish List" button. Below the overlay, the Staples website version of the product is visible, including a search bar with "Sharpie® Fine Point Permanent Markers, Assorted, [", a price field, a quantity field set to "1", a comments field, and another "Add to Wish List" button. A red arrow points to the Amazon icon in the browser's address bar.

9. Once you are done adding items to your list, click on the Share link in the upper right corner of your list.  
Longfellow - Sra. Bertin

The screenshot shows an Amazon wishlist page. At the top right is a search bar "Find Someone's Wish I". Below it are navigation options: "Want the entire list?", "Sort by Date Added", "Filter", "List Actions", and "Share". A red arrow points to the "Share" button, which has social media icons for Facebook, Twitter, and Email. The main product listing is for "Crayola Colored Pencils, Assorted Colors, 24 count (68-4024)". It shows a product image, a price of "\$4.81", a star rating of 4.5 (120 reviews), and an "Add-on Item" label. Below the price, it says "Size: 24 Colored Pencils", "In Stock. Offered by Amazon.com.", and "75 Used & New from \$1.95". There is an "Add to Cart" button and "Move" and "Delete" buttons. A tooltip shows "Quantity: 2 Has: 0". At the bottom right, it says "Added February 6, 2015".

10. Copy the link by highlighting it with your cursor, right click and then click "Copy".



11. Create a message to your class Google Group for the families of your students (or forward to your class room parent for distribution):

- a. **Subject:** Los Compadres - PTO Mid-Year Supply Drive
- b. **Message:**

Please support the Los Compadres PTO Mid-Year Supply Drive. A wish list of requested items for our class can be found here: (insert the link you copied above by right clicking and selecting "Paste".)

The list has been created in Amazon to make it easier for parents to purchase classroom supplies, but donations may be purchased from any retailer and do **NOT** need to be purchased directly from Amazon.

Please note that all contributions are voluntary. Thank you for your support!

- c. **Note:** parents may also search for your wish list in Amazon by using your school email address. When parents purchase items directly from Amazon, items will be automatically removed from your Wish List. Parents can manually note that they are purchasing items from another retailer as well. You can also edit the list manually.

12. If desired, print the list and provide a hard copy to parents as well.

13. To receive your PTO donation, forward a copy of the wish list distribution email to [president@longfellowcompadres.org](mailto:president@longfellowcompadres.org). Los Compadres will then purchase an item from your list and deliver it to your classroom.

**Thanks for all you do!**  
**- Los Compadres**