



Subject: **Poff School Supplies 2021-2022**

School supplies can be ordered on-line for next school year and delivered to your home.

Office Depot has partnered with the Hampton Township School District to fulfill all of your school supply needs (for grades K-12) for the 2021-2022 school year. You may shop online and receive free shipping or shop in-store (in July & August for the best prices) using the Poff Store Purchasing Card. Please see the attached supply lists and instructions on how to register online or how to use the purchasing card to receive our district discount. These documents will also be posted on the Poff web page.

Please remember that this is not a school fundraiser and you can always purchase school supplies from any store that you choose.

-- You can shop online at Office Depot for convenience of one-stop shopping from your home and have them delivered to your home free of charge.

-- You can shop in-store at Office Depot to receive items at a discount using the purchasing card or receiving the sale price (whichever is less).

**\*\* Please note that the supplies offered online and those offered in stores are not identical. Therefore, you may not find the same prices online and in-store. The in-store prices during sales in July and August are the lowest that Office Depot offers.**

-- You can always shop at other stores if you choose. Please keep in mind the teachers' requests for specific brands, sizes and colors where noted on the Poff Supply Lists. The specific requests are intentional and chosen by the teachers.

Should you have any questions, please contact Julie Haller at [haller@ht-sd.org](mailto:haller@ht-sd.org).

We hope you find these shopping options helpful!

Thank you,

Dr. Hannagan  
Principal  
Poff Elementary

## **POFF ELEMENTARY SCHOOL SUPPLIES LIST – 2021-2022**

### **KINDERGARTEN SUPPLIES**

- 1 - Plastic Pencil Box
- 2 - Crayola Crayons – 24 Set
- 2 - Crayola Markers – 8 Set (Washable)  
(one set will be saved for 2<sup>nd</sup> half of year)
- 1 - Red Pocket Folder
- 1 - Dozen Pencils (thick or thin)
- 4 - Large Glue Sticks .74 oz.
- 1 - Wide Ruled Composition Book (100 Sheets)
- 1 - Scissors (Fiskars)
- 1 - Yellow Highlighter
- 2 - Dry Erase Markers
- 1 - “Over the Ear” style headphones (not earbuds) of your child’s choice

\*Please label your child’s 1<sup>st</sup> name with permanent marker on **each** crayon, **each** marker, **each** pencil, **each** glue stick.

\*Please sharpen all pencils. Thank you.

### **GRADE 1 SUPPLIES**

- 2 - Dozen Laddie Pencils
- 1 - “Over the Ear” style headphones (not earbuds) of your child’s choice
- 4 - UHU Purple Glue Sticks .74 oz. Large
- 1 - Crayola Crayons – 24 Box
- 2 - Yellow Highlighters
- 1 - Scissors (Fiskars)
- 1 - Crayola Fine Line Markers – 10 Set
- 1 - Red Laminated Folder
- 1 – 1/4” White 3-Ring View Binder
- 1 - Composition Book

## GRADE 2 SUPPLIES

- 1 - Stretch Pencil Box
- 2 - Crayola Crayons – 24 Box
- 4 - Dozen Papermate Mirado #2 Pencils
- 1 - Crayola Thin Line Markers (8 pack)
- 5 - Elmer's Glue Sticks .74 oz.
- 1 - Scissors (Fiskars)
- 1 - Red Pen
- 1 - Yellow Highlighter
- 1 - Red Laminated Folders
- 1 - 1" White 3-Ring View Binder
- 2 - Wide Ruled Composition Book – 100 Sheets
- 1 - Wide Ruled Wirebound Notebook – 70 Pages
- 1 "Over the Ear" style headphones (not earbuds) of your child's choice

## GRADE 3 SUPPLIES

- 1 - Red Laminated Folder
- 1 - Blue Laminated Folder
- 1 - Black Laminated Folder
- 1 - White Laminated Folder
- 1 - 3 pk of 3x3 Post Its
- 2 - Elmer's Glue Sticks .74 oz.
- 1 - Scissors (Fiskars)
- 1 - Crayola Crayons – 24 Box
- 1 - Crayola Colored Pencils – 12 Set
- 2 - Dozen Papermate Mirado #2 Pencils
- 1 - Pack Pencil Top Erasers
- 2 - Yellow Highlighters
- 1 - Crayola Fine Line Markers – 10 Set
- 1 - Wide Ruled Wirebound Notebook – 70 pages
- 2 - Fabric Pencil Pouch
- 2 - Boxes Facial Tissue
- 1 – Earbuds or Headphones

## GRADE 4 SUPPLIES

- 1 - Earbuds
- 1 - Clear Window Pencil Pouch
- 2 - Dozen Papermate Mirado Pencils
- 1 - Pack Crayola Colored Pencils – 12 pack
- 1 - Dry Erase Markers Set
- 4 - Elmer's Glue Sticks Large
- 1 - Scissors (Fiskars)
- 1 - Accordion File
- 3 - Boxes Facial Tissue
- 2 - Red Pronged Folders
- 2 - Green Pronged Folders
- 1 - Yellow Pronged Folder
- 1 - Black Pronged Folder
- 1 - Blue Pronged Folder
- 1 - Purple Pronged Folder
- 3 - Highlighters – pink, yellow, green
- 2 - Composition Books

## GRADE 5 SUPPLIES

- 1 - Earbuds
- 1 - Ruler (inches/metric)
- 1 - Clear Pencil Pouch
- 1 - 12 Set Crayola Colored Pencils
- 2 - Glue Stick .74 oz.
- 1 - Scissors
- 1 - Crayola Crayons – 16 Box
- 2 - Dozen Pencils
- 3 - Red Pens
- 2 - Yellow Highlighter
- 5 - Spiral Notebooks
- 1 - Plastic Accordion File with AT LEAST 7 sections
- 1 - Boxes Facial Tissue

# Poff Elementary

## School Supplies Program 2021-2022

Office Depot has partnered with the Hampton Township School District to fulfill all your school supply needs at **discounted prices**. You can choose **online or in-store shopping**. The 2021-2022 Poff Elementary Supply Lists will be uploaded on the Office Depot website by July, 2021. Please consider the request for specific items (brand, size, color) where noted. These lists are carefully and thoughtfully created. Providing your child with the appropriate supplies is greatly appreciated.

**\*\* REMEMBER, this is not a school fundraiser and you can always purchase school supplies from any supply source that you choose. \*\***

### Option 1: Office Depot Online Ordering

Order **ALL** school supplies needed for the school year **ONLINE** at **discounted prices** and have them sent **directly to your home** (with FREE shipping for orders over \$50) in time for the start of the school year!

#### **Register:**

1) Go online and **create a personal account** here:

URL: <https://Community.officedepot.com/GPOHome?id=30624978>

2) Under New Customer click on "Create New User Profile" and follow the step by step online instructions. Once registered, your name will appear in the upper right corner of the website.

3) Please note: If you already have an account, please use your current login credentials

#### **Shop:**

1) Go to Office Depot's **business** website <https://business.officedepot.com> and log into the account you just created.

2) Click on "My Lists" on the upper right side of the page for all of the grade level shopping lists. Select your student's grade. A list of pre-selected items and options will appear.

3) Check off the items you would like to order and place in your Shopping Cart. (You also have the option to go "off-list" and purchase specific items not included on the suggested list.)

4) Proceed to checkout. Submit your order (or save it for later by clicking "Place Order on Hold" at the bottom of the page). **Then your order will be delivered right to your home.**

## Option 2: Office Depot In-Store Purchases

Shop for **ALL** school supplies needed for the school year **IN-STORE** at **discounted prices!**

**\*\*For the very best prices, shop in-store in July/August during the Back to School sale.  
For the best selection, shop early. \*\***

When you register on the Office Depot website, you also have the option to print a Store Purchasing Card. Just present this card at the cash register at your local Office Depot store to get either the Poff discounted price or the store sale price, whichever is lowest.

**If you have any questions please contact  
our Office Depot Account Manager:  
Tom Fechter 240-205-2845 or  
[tom.fechter@officedepot.com](mailto:tom.fechter@officedepot.com)**

## Option 3: Shop for Supplies at Any Supply Source You Choose

You are not obligated to purchase supplies from Office Depot. This is NOT a fundraiser for the schools. The Hampton Township School District has a partnership with Office Depot that provides discounts to Hampton families. You may use the Poff Supply List and purchase supplies from any supply source that you choose.