2019-20 ISS SCHOOL SUPPLY CHECKLIST

What is the current status of your school's supply inventory?
Use this overview checklist to get a jumpstart on organizing needs and future orders:

Assessing Overall School Life and Changes
If you’re expecting some small or large strategic changes, add new items to your order or increase your quantities.

☐ Is enrollment expected to grow?
☐ Is your school focusing on curriculum review?
☐ What new technology initiatives are planned?

General Classroom
Take inventory of materials on hand and consider your update and replenishment plans.

☐ Have you planned classroom displays?
☐ Do you have enough consumables?
☐ Do you need new or replacement text books, physical or digital?

Library
Review your current budget and next year’s plan to find opportunity for growth.

☐ How can you build out your classroom libraries?
☐ Are there new releases/additions to curriculum you need to order?

Furniture
Assess your stock of indoor and outdoor equipment.

☐ Consider playground equipment, including slides, swings, structures, etc.
☐ Do you need new or to refresh classroom basics, such as desks, chairs, benches?
☐ Does your school have a makerspace in need of new agile furniture and fixings?
Science and Tech
Ensure your students are equipped for innovation and inquiry.

☐ Are your science laboratory equipment and PPE stocked?
☐ What technology is ready to be updated or introduced? Consider laptops, calculators, etc.
☐ Does your school have a makerspace in need of tools like cameras, robotics, etc?

Uniforms
Assess your stock and sizing needs for next year, considering:

☐ School uniforms
☐ PE and sports uniforms

Performing and Visual Arts
Take inventory of your supplies for the visual and performing art needs.

☐ Do you need to increase or replace any instruments?
☐ How is your art supply inventory? Consider ceramics, paints, arts and crafts supplies, etc.
☐ Do you need new theatre equipment, costumes, props?

Sports Equipment
Support all levels of PE programs and sports teams, considering multiple categories of activity:

☐ Equipment for the pool: Swimsuits, googles, etc.
☐ Equipment for the field: soccer balls, cricket bats, cleats, etc.
☐ Equipment for the gym: volleyballs, basketballs, nets, etc.

Next steps
You have a good grasp of what your school has and the items it will need to supply. Now what?

☐ Decide on a plan for storing and inventorying current supplies
☐ Make a list of needed items
☐ Place or increase your ISS School Supply Order by contacting supply@iss.edu

Increase the happiness-factor of every school supply order by reducing costs and headaches, while sourcing high-quality supplies. ISS manages nearly 15,000 school supply orders across the globe annually, logging more than 1,000,000 transportation miles each year, while navigating about 100 local customs agencies and documentation requirements to ensure teachers and students receive their valuable school supplies each academic year.