



The Charles Sumner School
Museum & Archives
Preserving DC public School History

2 August 2012

Dear Friend of Sumner,

The Charles Sumner School Museum and Archives (the official repository of documents, artifacts, history and memorabilia for the DC Public Schools, and on public education in the District of Columbia) has long provided outreach services to the community in many ways. Throughout the year, we host many educational and enrichment programs for youth and adults that are paramount to the education process, host exhibits and other activities that enrich the lives of the overall community. Sumner also serves as a venue to many public, private, non-profit and governmental organizations (who we've dubbed "Friends of Sumner") who use our meeting facilities to host many events, sessions and seminars throughout the year. While our outreach to the community is never ending, there are times when we need the public's help and support in order for a program to be successful.

This fall, we have committed ourselves to assist with ensuring that low income students across Washington, DC are prepared and ready for their first day of school in late August, 2012. To this end, we seek participants for our Sumner School Supply Drive, which is a first for us this year. Our mission is to provide much needed school supplies for up to 500 or more low income students who attend public and charter elementary and middle schools across the city, and in time for the beginning of the 2012-2013 school year. Many of these students' parents and/or guardians cannot afford to purchase school supplies for their children due to significant financial constraints and limitations. This is where your help is greatly needed.

The following school supplies are needed:

Number 2 pencils
Colored pencils
Pencil sharpener (hand held with a top to collect shavings)
Large pink eraser
Ballpoint pens
Water-based markers
Box of crayons
Spiral bound or composition notebooks
3-ring binders
Pocket folders
Box for storing supplies

Continued on Reverse

Highlighters
Index cards, ruled and un-ruled (for making flash cards)
A sturdy, supportive backpack
Drawing paper
A ruler with English metric measurements
Glue sticks
Scotch tape
Scissors (blunt end for younger kids, pointy for older ones)
Water color paints
Lunch box
Pocket dictionary

If your organization, you or a coworker(s) would like to donate school supplies toward this effort, please send your donation to or feel free to drop them off at:

Charles Sumner School Museum and Archives
ATTN: SSD, 2012-2013
1201 17th Street NW
Washington, DC 20036

We will be accepting school supplies through September 30, 2012.

The Charles Sumner School Museum and Archives is open Monday through Friday, (excluding DC government holidays and weekends) from 9am to 5pm. Any assistance that you can provide to this important endeavor will be greatly appreciated. Please help us put smiles on the children's faces and assist in their being prepared for the educational opportunities and challenges they will face this fall.

If you have questions or require additional information, please do not hesitate to contact us at (202) 730-0479. Thank you very much for your time and consideration.

Sincerely,



Kimberly Springle
Museum Director