

Stationery and School Supplies Kit – Standard Operating Procedure (SOP)

(U.S. Edition | Updated October 14, 2025)

1. Mission & Purpose

At Summit to Success, we believe no student should fall behind simply because they lack a pencil, notebook, or the basic tools to learn.

The **Stationery and School Supplies Kit (U.S. Edition)** was created to remove that barrier — equipping classrooms with the materials that promote equity, participation, and confidence.

Each kit supports an entire classroom of 25–30 students for a full academic year. It allows teachers to focus on teaching rather than filling supply gaps out of pocket and ensures every student starts each day prepared to learn.

For donors and partners, this program offers full transparency: verified receipts, classroom delivery photos, and detailed impact reports that show exactly how each contribution translates into results.

2. Kit Composition & Estimated Cost (~\$500 per classroom)

(Pricing reflects 2025 averages from U.S. educational suppliers, including a 10% contingency for inflation and delivery variance.)

Category	Item	Quantity	Estimated Unit Cost (USD)	Total (USD)	Notes
Writing Supplies	Pencils	300	\$0.08	\$24	Includes mid-year spares

Category	Item	Quantity	Estimated Unit Cost (USD)	Total (USD)	Notes
	Pens (blue & black)	120	\$0.35	\$42	60 per color
Paper Materials	Notebooks (wide/college ruled)	60	\$1.50	\$90	Two per student
	Copy/Bond Paper (reams)	10	\$6.00	\$60	Shared classroom use
Creative Tools	Coloring Sets (crayons or colored pencils)	30	\$2.50	\$75	Mid-tier quality
	Art/Construction Paper	10 packs	\$4.00	\$40	Used for projects and creative learning
Essentials	Erasers	60	\$0.50	\$30	Two per student
	Sharpeners	60	\$1.00	\$60	One per student
Organization	Rulers (12-inch)	30	\$0.75	\$23	Standard plastic
	Classroom Storage Bins / Caddies	2	\$12.00	\$24	For supply organization
Teacher Pack	Markers, stapler, tape, scissors, highlighters	1 set	—	\$35	Shared classroom use
Logistics & Contingency	Miscellaneous + 10% buffer	—	—	\$47	Covers inflation or losses

Estimated Total: ~\$500 per classroom

(Reviewed annually to reflect inflation or vendor variation.)

3. Program Impact

Students Supported: 25–30

Duration: One full school year

Cost per Student: ≈ \$17

Replacement Cycle: Every 3 years

Proof Chain: Receipts → Photos → Testimonials → Annual Donor Report

Expected Outcomes:

- Improved participation and homework completion
- Higher student morale and engagement
- Reduced teacher out-of-pocket costs
- Clear, verifiable proof of impact for donors

4. Oversight & Roles

Role	Responsibilities
Program Lead (Summit to Success U.S.)	Oversees procurement, verifies receipts and photos, maintains accountability records, and prepares donor reports.
Teacher / Administrator	Supervises classroom distribution, maintains the Inventory Log , and submits regular updates.
Student Monitors	Assist in organizing materials and maintaining classroom supplies; rotate quarterly for fairness.
Community / School Representative	Verifies delivery and signs the Acknowledgment of Receipt .

5. Implementation Process

1. Needs Assessment

The partner school confirms class size, teacher contact, and delivery timeline.

2. Procurement

Items are sourced from verified vendors, prioritizing local suppliers where possible.

All purchases include receipts and item photos for transparency.

3. Delivery & Verification

- Signed **Acknowledgment of Receipt**
- Delivery-day photos of the full kit and classroom setup
- Optional short thank-you message or video from the teacher

4. Distribution

Teacher leads equitable distribution; student monitors assist.

Backup materials are logged for future use or replacement tracking.

5. Reporting Cycle

- **Monthly:** 1–2 classroom photos with a brief teacher update
- **6 Months:** Two testimonials + photos of student work + updated inventory
- **Annual:** Full donor report summarizing results and verified proof

6. Accountability Framework

Procurement → Delivery → Distribution → Monitoring → Renewal (3-Year Cycle)

Stage	Required Proof	Responsible
Procurement	Receipts, item photos	Program Lead
Delivery	Signed acknowledgment + delivery photos	School Contact

Stage	Required Proof	Responsible
Distribution	Photos of supplies in use	Teacher
Monitoring	Monthly updates + brief notes	Teacher
Renewal	Replacement documentation every 3 years	Program Lead

All documentation is archived within Summit’s accountability system and shared with donors as requested.

7. Monitoring & Testimonials

Interval	Deliverable	Responsible
Delivery Day	3 testimonials (teacher, student, parent) + full photo set + optional video	Program Lead & Teacher
Monthly	Classroom photos + teacher note on usage	Teacher
6-Month Review	2 new testimonials + photos of student work + updated inventory	School Representative
Annual	Donor Impact Report (visuals, testimonials, receipts)	Program Lead

“Every student now has what they need — we no longer start the year short on supplies. It’s changed the tone of the classroom and lifted morale.”

— Teacher, Amherst, Massachusetts

8. Durability & Storage Guidelines

- Store notebooks and paper in **dry, secure containers or cabinets**.
- Keep supplies organized in labeled bins or caddies.
- Record any damaged or missing items in the **Inventory Log** immediately.

- Rotate student monitors quarterly to reinforce shared responsibility.
 - Conduct brief monthly photo updates as part of the monitoring cycle.
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9. Replacement & Maintenance Policy

- **Full Replacement:** Conducted every 3 years under Summit's official renewal cycle.
- **Mid-Cycle Replenishments:** Schools may restock pencils, paper, or other consumables **at their own expense** if items are depleted between cycles. Summit to Success does **not** fund mid-cycle replenishments for U.S. programs.
- **Proof Requirement:** For official full replacements, partner schools must submit receipts and photos verifying procurement and delivery.
- **Accountability:** Each school maintains complete documentation and provides annual updates to Summit for compliance records.

(Note: The 70/30 replacement clause applies only to international programs. U.S. classrooms follow a full 3-year replacement model funded solely by Summit during approved renewals.)

10. Annual Review & Donor Summary

At the end of each academic year:

- Teachers complete a short **Impact Reflection** summarizing outcomes and observations.
- Summit compiles the data, photos, and testimonials into a clear **Donor Impact Report**.

This annual process strengthens transparency, ensures accountability, and helps donors see exactly what their contribution achieved.

11. Donor Assurance Notes

- **Fixed Cost Model:** \$500 per classroom, inclusive of contingency.
 - **Proof of Use:** Photos, receipts, and signed acknowledgment required.
 - **Transparency:** All records stored digitally and shareable upon request.
 - **Renewal Guarantee:** 3-year full replacement coverage.
 - **Accountability Chain:** Procurement → Delivery → Classroom → Report.
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12. Donor Message

“For about \$500, you can equip an entire classroom of 25–30 students for a full school year. You’ll receive receipts, photos, and testimonials that prove your gift made a tangible impact.”

This is not just stationery — it’s **access, confidence**, and a student’s first step toward believing they belong in the classroom.

13. Tagline

With opportunity comes obligation. Together we climb.

14. Author’s Note

This U.S. Edition reflects how we build at Summit to Success — practical, transparent, and built to last.

Every system we design has two goals: to make impact measurable, and to make integrity visible.

By supporting these classrooms, you're not just providing supplies — you're investing in a culture where opportunity reaches every student, and accountability earns every donor's trust.

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