

School-Based Family Resource Center Furniture & Supply List

Computers & Technology		
Purpose: <ul style="list-style-type: none"> • Parent access to computers & internet for job searching, resume writing, establishing and checking email, receiving school news & student progress reports electronically, educational uses such as ESL; • Student access to computers for educational purposes – educational games, math or English tutoring programs, etc. • Joint student / parent activities, projects, learning games • Equipment for staff use 		
Quantity	Item	Notes
3-5	Desktop or laptop computers for parent and student use	# depends on site and space capacity, # of families to be served
1	High capacity and durable printer	It is important that all computers connect to the printer either wirelessly or with cables
3-5	Security locks – to bolt desktops to tables/desks, or to securely store laptops when not in use	
	Internet connection / networking equipment	Depending on what already exists in school – is there wireless that can be used? Or are a wireless router or Ethernet cables needed?
3-5	Computer desks or tables suitable for use as computer work stations	Exact specs depend on space, whether desktops or laptops will be used; if computers will be on individual desks, a surface will be needed for the printer, and a wireless connection to the printer is preferable
3-5	Office / task chairs for computer work stations	Chairs should be adjustable to accommodate different body sizes and ergonomics
	Software	Microsoft Office suite – MS word, excel, PowerPoint for all computers. School sites may desire additional educational software.
1	Staff computer	Dedicated computer for family liaison use. Laptop may be preferable to offer flexibility for working offsite if needed
1	Digital camera	To document work, showcase programs & volunteers
1	School Check In program, printer & label badges	For tracking FRC visits, volunteers, workshop / event attendance http://www.schoolcheckin.com/
1	TV / DVD / VCR	If viewing videos will be part of program, or will be needed for childcare
1	Telephone	Phone for family liaison use
	Keyboard adaptation software for languages spoken	If special software is needed for keyboard to function in Vietnamese, Arabic, Chinese or other languages spoken by families

General FRC Furniture

Purpose:

- To create a comfortable, welcoming and inviting space for parents
- To create space for parents and students to read together and/or do projects together

Quantity	Item	Notes
1-2	Couches	Couches are comfortable and welcoming, create a homey atmosphere, and provide families with space to enjoy books together in a relaxed manner. If there is space for more than one couch, they can be arranged in an L shape, or facing one another
1	Area Rug	Area rug helps delineate space, and demarcate reading/sitting area
1-2	Comfortable chairs or beanbags	For reading and to round out sitting/reading area
1	Round table	Space for small meetings, parent/child activities
6-8	Chairs to go around table	
1	Desk and office chair	For Family Liaison. Ideal desk would have locking drawer for personal items.
1	Locking cabinet	For supplies
1	File cabinet	2-drawer cabinet is probably sufficient for a small FRC with very part time staffing. If cabinet has option to lock, that provides more flexibility if there are confidential files or other items that need to be locked.
2-4	Bookshelves	For schools that do not have shelving already in the room; Bookshelves can be used for books, display of resource materials, program documentation and resource binders, toy bins
2-4	Large bulletin boards	Bulletin boards can have different themes – i.e. school information & events, community resources, parent leader & volunteer recognition; One bulletin board can be placed outside the FRC and advertise the presence of the FRC, activities and resources available

Office & Program Supplies		
Purpose: <ul style="list-style-type: none"> Provide family liaison with necessary materials to run effective family engagement and/or family literacy program 		
Quantity	Item	Notes
	Stapler, staples, 2 pairs of scissors, 3-hole punch, paper cutter, scotch tape dispenser & rolls of tape, masking tape, paper clips, small and medium binder clips, push pins, ballpoint pens, pencils, highlighters, ruler, glue sticks, 1-2 clip boards assorted post it notes, notepads, boxes of tissues, roll of raffle tickets, desktop organizer for pens, etc.	
1	Case of white printer / copy paper	For FRC printer and for making copies
10	Reams of colored paper – pastels and astrobrights	For flyers, signs, family literacy projects
	Markers: <ul style="list-style-type: none"> Flip chart markers for workshops Art markers for family literacy projects and activities (large quantity!) Permanent markers for making signs and labeling things 	
2-4	Flip chart pads	
50	Hanging folders	
1 box of 100	Manila folders – 1/3 cut tabs	
	2-pocket folders	For family activities,
1	Tape measurer	
500	Nametags	Not needed if using school check in program with labels
	Display Board supplies: bulletin board borders, bulletin board letters in all relevant languages	
	Colorful fabric or banner paper	To cover bulletin boards
	Banner paper & paints	For family projects, making signs – maybe the school has supplies that can be accessed?
	Certificate paper	For parent and volunteer recognition
	View Binders – assorted sizes	Binders can be used to organize resources, document program activities, keep track of sign in sheets
	Binder dividers	
	Sheet protectors	
1	Label maker	

Program & Office Supplies, Continued		
Quantity	Item	Notes
	Children's toys and books: toddler toys such as blocks, trains & tracks, stuffed animals, dolls, toy trains/trucks/planes, puppets, puzzles, board books; games and activities for older children – board games, puzzles, math manipulatives, educational games	
2-5	Toy bins or baskets	
1-5	Wall-mounted, desk top and / or stand alone magazine racks	Quantity and type depends on specs of space
1 - 5	Brochure / pamphlet display racks	
1	Laminating machine	Maybe school has one that can be accessed?
1	<i>School, Family & Community Partnerships: Your Handbook for Action</i> , by Joyce Epstein	Resource for family liaison
	Children's books in English and in home language – Spanish, Vietnamese, etc.	Multiple levels – for children to read on their own, for parents to read to and with children; pictures books & chapter books
	Adult books in home language – Spanish, Vietnamese, English, etc. – novels, nonfiction, parenting & child development books,	
	Subscriptions to magazines and newspapers in home language	
	Incentives for family participation such as gift cards, school supplies, college t-shirts	
	Decorations – inspirational posters in multiple languages, family & literacy – oriented messaging	
	College pennants, posters	If FRC has a college-going focus

Coffee / Refreshment supplies

Purpose:

- For schools where food is allowed in the FRC room, having refreshments creates community and a welcoming environment for families

Quantity	Item	Notes
1	Mini fridge	Or full size if there is space and depending on amount of food-based activities that will occur
1	Microwave	
1	Coffee maker	
	Plates, cups, napkins, coffee filters, stirrers, coffee, sugar, creamer, tea bags,	If family workshops will include dinner or refreshments, larger quantity of plates, utensils, napkins will be needed
	Dish soap and sponge, dish drain	