

FOSS KIT CHECK-IN INSTRUCTIONS FOR VOLUNTEERS

1. A staff member will assign a kit to you and provide you with an inventory check-in list and a pen.
2. Remove all items from the kit and place them on the table.
3. An inventory sheet will be located inside the tote.
4. Locate each item on the check-in list.
 - # is lower = write in quantity
 - # matches =
 - Set the excess aside; items may belong to another kit. Do not list excess items.

SAMPLE

Permanent Items	Qty.	Return Qty.	Complete	Missing	Comments
Anemometer systems:					
cups, plastic, 5-7 oz	16		✓		
cardboard, 4"x4"	4		✓		
wood blocks	2	1		1	

5. Do not count consumables. They appear on the list so that you know they are appropriate materials to return to the kit.
6. Check column next to consumables if empty containers are returned.

SAMPLE

Consumable Items	Qty.	If container or any materials are returned, check here.	Comments
Bags, ziplock, 1 liter (qt.)	4		
Balloons, oblong	50	✓	

7. Write in any reference from the teacher (or from you) regarding lost or damaged pieces in the "Comments" column.
8. Write your name in the space provided on the top of the check-in list when finished.
9. Place the check-in list, the old inventory form (including excess items) on top of the kit and notify staff that you have finished.

HINTS: Duplication Masters (in large envelope) are often located in the front pocket of the Teacher's guide. Count the number of masters (there is a number on each one)—the total should match the number listed on the inventory form.

"Environments" kit: If the "mini scoop" is missing, check in the salt container.