

PROJECT LEADER INSTRUCTION SHEET

Report to the main office and identify and/or verify the following:

- Location of project.
- Location of lunch for volunteers.
- Location of the coffee for the volunteers (school is responsible for preparing it).
- Secure location for volunteer's belongings.
- Location for pickup of kits by Central Receiving & Distribution.

Arrange kits by title.

Check that all FOSS kits have been turned in (see master list).

Set up kit stations (kit, inventory sheet, pen).

- Do all book boxes first (place corresponding labels on book boxes – short side and long side, not top and bottom).
- Stack book boxes together.

When volunteers arrive, welcome them and ask them to:

- Complete the sign-in sheet (address, phone, signature, correct printed spelling of name).
- Print their name and sign the FOSS In-kind donation form.
- Share location of restrooms, coffee, and lunch.
- Read volunteer instructions.

Provide a brief overview of the project.

- General overview of program (grant, partnership of HP, ESD 112, WSU, Evergreen S.D., rotation).
- Briefly explain the project and how the day will progress--breaks, lunch, their role, your role, liaison's role, etc.
- Review the volunteer instruction sheet item by item. Check for understanding.
- Encourage questions. Remind them not to inventory consumables.
- Tell volunteers that they do not lift kits.

When volunteer has completed a kit, review the list.

- If a permanent item has zero quantity returned:
 - check for teacher notes or comments regarding that item.
 - check previous inventory sheet to confirm beginning inventory.
 - check excess materials that have been collected.
- If permanent item is not returned complete, refer to the Retrieval List. If it qualifies for immediate retrieval, highlight that line item on school copy and give to "runner".
- Burst carbonless inventory form and distribute copies as listed on form.
- When kits are moved to Central Receiving & Distribution pickup location, complete the summary sheet and clip to the inventory forms.
- Book boxes – if complete, seal with inventory sheets inside. If incomplete, tape inventory to outside of box.

When project is completed...

- Fill in the hours on "in-kind" donation sheets as volunteers leave.
- Tape completed Warehouse Movement Request to shipment.
- Leave pink copies of inventory sheets with IRC liaisons.
- Box up excess items, listing items or checking items on blank inventory sheet.
- **Do not** include inventory sheets with "excess" box.
- Give Project packet (summary sheet, completed inventory sheets-white, in-kind donation sheets) to Sharry.