

“To Do Checklist” (days FOSS volunteers are scheduled)

Day prior to project:

- Bring box of supplies:
 - 12 pens
 - 2 highlighters
 - Personalized inventory sheets (kit letter, teacher name, etc.)
 - 2–3 blank inventory sheets for each kit title
 - Tape dispenser
 - Warehouse Movement Requests (need a count of how many totes will be moved)

- Visitor passes for volunteers (done by Grant Secretary)

- District name badges for IRC staff (if not available, use visitor pass)

- Tell Grant Secretary what times are good to deliver lunches

- Sign in sheet for volunteers (done by Grant Secretary)

- In-Kind Donations sheet for each volunteer (done by Grant Secretary)

- Volunteer instruction sheets

- Project Leader instruction sheet

- Send reminder to liaison 2-3 days before volunteers are scheduled

- Send reminder to custodian 2-3 days before volunteers are scheduled

- Make reminder call to each volunteer 2 days before work day (done by Grant Secretary)

- Send e-mail to Judy Rambin and Vickie Bennie with requested start times for each school.