

## 1 Kit Contains: Office Supplies

Clipboards	4
Stick on Name Badges	110
Pens - Single	8
Pens - Full Box of 12	5
Flash Drive	1
Push Pins	1
Scissors	2
Stapler w/staples	2
string	1
Shipping tape	1
Masking tape	1
Noise makers	8
Wristband IDs	250
Sharpies-Ultra Fine Pt	1 box
Sharpies- Fine pt	1 box
Colored permanent marker	1 set
Chalk	1 box
Eraser	1
Green Folders	2*
Red folders	2*
Set of folders	1*

\*Red and green folders are removed from the folder sets and don't need to be bought seperately

### Task Sheets:

VCC Manager	1
Security Officer	1
Public Information Officer	1
Phone Bank	1
Data Entry	1
Station #1 Registration	1
Station #2 Interviews	1
Station #3 Data Coordination	1
Station #4 Safety Briefing	1
Station #5 Volunteer ID	1
Station #6 Maps & Final Instructions	1
Runners	1

### Forms:

Volunteer Sign In/Sign Out Record	2
Paid Employee Sign In/Sign Out Record	2
Expenses Incurred by the VCC	2
Coordinating Agency Record	2
News Release Template	2
Jobsite Sign In/Sign Out Record	2

Safety Training Attendance Record	5
Safety Training for Volunteers	10
<b>Signage (Card Stock)</b>	1
VCC Manager	1
Security Officer	1
Public Information Officer	1
Phone Bank	1
Data Entry	1
Station #1 Registration	1
Station #2 Interviews	1
Station #3 Data Coordination	1
Station #4 Safety Briefing	1
Station #5 Volunteer ID	1
Station #6 Maps & Final Instructions	1
Enter	2
Exit	2
Staff Only	2
No Weapons	2
Request for Volunteers Form	50
Disaster Volunteer Registration Form	50
Volunteer Instruction Sheets (half page)	50
Disaster Volunteer Referral Form	50
Training Manual	1
Coordinating Agency Packets	2